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ABSTRACT

This annotated resource guide designed to aid the vocational teacher of the handicapped contains over 300 citations, each with a short abstract. The resources are listed under seven major categories: (1) Aids for Educators lists 31 citations that relate to the teaching of specific handicapped groups, such as the mentally retarded or deaf, and a number of resources for general use with handicapped students as well as materials which will provide a theoretical and conceptual background for many of the problems encountered by the student. (2) Home and Community Resources (32 abstracts) includes items that should aid the teacher in developing a link between the school and the home and community. (3) The Life Skills section (78 abstracts) covers a wide number of life situations that are commonly encountered by the young adult ("coping skills" such as how to use credit, insurance, and banking services). (4) Related Skills is divided into two parts--resources relating to the development of basic language arts skills, (20 abstracts) and resources relating to the development of basic math skills (15 abstracts). (5) Career Awareness includes 35 citations that provide a variety of career exploration activities and materials for different student groups. These materials are suited for both group and individual instruction. (6) Job Entry and Adjustment includes 55 abstracts of materials designed to help students successfully enter and hold a job. Such topics as the interview, work attitudes, job safety, getting along with co-workers, and the pay check relate to nontechnical skills necessary for succeeding on the job. (7) Job Training includes 118 citations that relate to skill training in a number of selected occupational areas. These materials have been developed for use with handicapped students or their teachers. They are alphabetized by title within 24 occupational areas. The materials included in this section can be used to supplement on-the-job training either by outside self-study or in-class related work. Sources of additional resource materials and addresses of publishers and film distributors are included. (HD)

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COOPERATIVE WORK EXPERIENCE:
An Annotated Resource Guide for Teachers of the Handicapped

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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PREFACE

This publication represents the efforts of educators to deal with the special needs of the handicapped. This work brings together in a single volume items that may be useful to the teacher, administrator or the program developer. The guide is the result of an extended effort on the part of the researchers and compilers to locate material that is being generated in all sectors of education, in private enterprise, and in government agencies across the nation. A careful review of this guide brings with it an awareness of the information available that has some relevance to the work of teachers of the handicapped in the special area of cooperative work experience. Thus, the actual gathering of information, and the identification of useful publications, bulletins, brochures, etc. becomes, in itself, a significant contribution to the field.

This guide has been organized in such a fashion that it can be quickly and efficiently used by those desiring specific information in such areas as career awareness, job entry and adjustment, and job training. The annotations which accompany each entry are also an asset, since they can guide the educator toward determining which materials are relevant to his or her particular needs and therefore warrant further investigation.

Resource guides of this kind play a very important role in our contemporary society, where many pieces of literature are being produced throughout the country, as well as in the rest of the world. This wide-spread productivity can achieve a higher level of usefulness once these resources are compiled into a workable guide. Thus, the guide serves as an intermediate link between the person seeking information and the sources from which such information can be obtained.

Of course, the usefulness of this guide will also depend upon the degree to which teachers and other educational personnel feel the need to go beyond their immediate resources in search of ideas, programs, models, and information. Finally, the compilers and editors of such guides need constant input regarding the usefulness of their work, as well as contributions towards the expansion of their listings.

Donald Maley
October 21, 1976

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INTRODUCTION

A major focal point of instructional concern in vocational education is providing viable program offerings to handicapped students. This concern has, in part, been heightened by recent federal and state legislation. It is recognized that all youths need the opportunity to learn the skills and attitudes necessary to become productive, contributing members of society. Vocational education can provide an environment in which handicapped students can learn basic job skills and engage in work activities conducive to developing positive work attitudes and habits. Through work experience programs, handicapped students can experience, perhaps for the first time, the feeling of successfully contributing to productive enterprise, a fact that in itself may add greatly to the development of self confidence, motivation and personal fulfillment.

The expansion of vocational education services to handicapped students is occurring rapidly in the State of Maryland, as well as across the nation. As these services become more readily available, there is also a greater need for instructional and related materials. The vocational teacher often must not only provide effective instruction to students in the regular program, but he must also relate to the needs, interests, abilities and occupational goals of the handicapped students now being served by vocational education. Difficulties can arise because sometimes vocational teachers have had little direct experience with the teaching of the handicapped. Often they do not know how or where to locate instructional materials tailored to the needs of handicapped students.

This resource guide is designed to aid the vocational teacher of the handicapped in instructional planning and development. The aim is to provide the teacher of the handicapped with the capability of quickly locating relevant instructional and program resources.

Source material was identified and selected for inclusion in the guide on the basis of its relevance and applicability to program operation. Emphasis was placed upon the selection of material that is current and, in addition, readily available to the teacher. In some cases, the source material is general and can be used with various categories of handicapped individuals. In other cases, the material is designed specifically for use with one of the following groups of individuals: physically impaired, retarded (EMR and TMR), deaf and partially hearing, blind and visually impaired, learning disabilities, emotionally disturbed, health impaired, and speech impaired. There is also some material included that is designed for the disadvantaged. This material was selected

because it is also suitable for use with the handicapped. Finally, this guide serves as a supplement to the general guide, Cooperative Work Experience: An Annotated Resource Guide, available through the Department of Industrial Education, University of Maryland. The two guides will provide the teacher of the handicapped with a comprehensive list of resource information useful for establishing and maintaining cooperative work experience programs.

The selected source material is abstracted in sufficient detail to assist the reader who may be looking for ideas, information or instructional guides. Even though every effort has been made to include only quality materials, program needs vary. What may be highly useful for one program may not be useful for another. Therefore, it is a good idea to obtain inspection copies before ordering materials. Prices of material are not included, since they change so rapidly. This information can be obtained when requesting examination copies.

AIDES FOR EDUCATORS

There are a variety of aids for educators included in this section. In general, these resources relate to the teaching of specific handicapped groups, such as the mentally retarded or the deaf. There are also a number of resources included for general use with handicapped students. While the material in the main is "application oriented," there is also material included which will provide a theoretical and conceptual background for many of the problems encountered by the handicapped student.

Aural Habilitation: A Total Approach
by R. E. Hartbauer, 1975

Charles C. Thomas, Publisher

For those interested in total communication and for those who work with the hearing impaired, this book explains facets of total communication: residual hearing, lip reading and manual communication. The text shows how these facets can be used in training, retraining, and retaining acquired communication skills. Psychological complexities of the hearing impaired are emphasized. Also covered are criteria to be used in educational placement of the deaf child.

Braille Book Review

Braille Book Review

Braille Book Review is published bimonthly by the Division for the Blind and Physically Handicapped. It is designed to keep readers informed of developments and activities in library services for the blind and physically handicapped.

Catalog of Instructional Objectives for Trainable Mentally Retarded Students, 1974

Florida Department of Education, Bureau of Education for Exceptional Students

This volume contains 869 instructional objectives for TMR students. These objectives are organized by content areas so that teachers and other school personnel can easily design programs appropriate for the needs and requirements of their district. Each objective in this catalog has an accompanying

task analysis or knowledge sample checklist. These checklists are intended to aid the teacher in formally assessing student performance and in pin-pointing behavioral breakdowns on each objective.

Content-Overview Chart for a Catalog of Instructional Objectives for Trainable Mentally Retarded Students
1974

Florida Department of Education, Bureau of Education for Exceptional Students

This 35" x 45" chart displays the entire content of A Catalog of Instructional Objectives for Trainable Mentally Retarded Students. This organized array of skills appropriate for TMR students is intended to aid teachers in designing instructional programs for individuals and groups of students.

A Curriculum for the Mentally Retarded Young Adult
by William Sniff, 1973

Charles C. Thomas, Publisher

Establishing a special education program at the secondary level is a difficult task for most communities and institutions because it is a relatively new experience. This book shows how it can be done. The curriculum for the program is written in unit form. Each unit lists the material to be taught and explains how to teach it. Objectives are outlined for the various units, and directly across from each page of content material is a list of suggested activities for teaching that particular content. The author has taught mentally retarded young adults at the secondary school level in both public school systems and in an institution.

Curriculum Guide Educable Mentally Retarded
1969

Florida Department of Education, Bureau for Exceptional Students

This material is a curriculum designed to help EMR teachers assist their students in taking effective places in society and becoming well-adjusted individuals. Objectives are listed by area and are in sequential order of difficulty.

Developing Instructional Materials for the Handicapped: Guidelines for Preparing Materials Suitable for Wide Distribution
by John C. Belland and Sidney Rothenberg

The National Center on Educational Media and Materials for the Handicapped

For use by the professional who works with special students, this short text is designed to facilitate the development of materials which are relevant to specific learning situations as well as properly constructed for duplicating and distribution. These guidelines for producing materials are divided into the following areas: definitions; searching the field; planning instructional materials; producing instructional materials; and assessing instructional materials. A "developer's checklist" is included in each section. The appendices contain a list of selected sources of information, references on copyright, and guidelines for manuscript form.

The Development and Implementation of Learning Activities Utilizing Multi-Media for Individualized Successful Experiences for Ninth Grade Disadvantaged and Handicapped Students
1974

Arkansas State Department of Education, Vocational Division

This guide describes a number of activities developed to facilitate career awareness through "hands-on" experiences utilizing multi-media. The learning activities, developed for use with handicapped students, are designed to relate to the student's environment and his roles as a worker, family member, community member and citizen. Learning activities are grouped into clusters, and each learning activity is described and accompanied by an equipment list.

Education for Educable Mentally Retarded Children and Youth in Florida Public Schools: A Curriculum Outline
1972

Florida Department of Education, Bureau of Education for Exceptional Students

A framework for district educational programming for the EMR is presented in this material. The framework consists of four areas: basic skills, social-personal, modality, and career. These areas are broken up into five levels of emphasis: pre-readiness, readiness, developmental, developmental-functional, and functional. Applications within districts are suggested for providing a mechanism for consistency and articulation among programs.

Evaluation Management System for EMR Work-Study Program
1973

Florida Department of Education, Bureau of Education for Exceptional Students

This pamphlet includes refined pupil performance objectives, a narrative description of the complete process necessary to use the Data Management System, descriptions of the types of reports generated, and sample pupil evaluation forms and reports.

A Guide for the Teacher of the Trainable Mentally Handicapped
by Jane Blumenfeld and others, 1970, ED 074 667

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This guide for teachers of trainable mentally handicapped children presents behavioral objectives, activities, and instructional materials for seven skill areas, including vocational preparation. Additional relevant materials, including books, films, and games are listed at the end of each unit. Appended is information on a variety of topics, including classroom guidelines for aides, necessary materials and equipment, and sources of inexpensive materials.

Habilitation of the Mentally Retarded Individual
by Joe E. Walthall and Harold D. Love, 1974

Charles C. Thomas, Publisher

This book provides information on the educational and vocational rehabilitation of the mentally retarded along with research and preventive approaches associated with retardation. Intended for special educators and professionals, the text discusses the legislation for vocational rehabilitation, provides information for the counselor dealing with vocational placement, examines different aspects of sheltered workshops, and studies some of the factors which tend to affect vocational adjustment. Suggestions are made for the design of successful work study programs, and various educational programs which prepare the retardate for vocational and personal adjustment to the community are identified.

Handbook for Learn and Earn Teachers

Florida Department of Education

To be used with migrant or other special needs students, this teacher-oriented guidebook contains behavioral objectives, task analysis breakdowns, curriculum guides and helpful ideas for training programs. The information pertains to programs in mechanics, food distribution, institutional and home management, nursing assistance, care and guidance of children, and cashiering. Some of the topics include auto tune-up, supermarket checking, housekeeping, and others.

Helpful Hints for Teachers of Students with Special Needs
1974

North Carolina State Department of Public Instruction

Intended for use by instructors, this 12 page booklet provides suggestions for improving teaching programs for students with special or exceptional needs. These suggestions and tips cover program planning, teacher behavior, student reaction, discipline, and evaluation. Sample headings include: Positive Learning Styles of the Disadvantaged; Characteristics and Common Needs of the Handicapped Student; Guidelines for the Educator Preparing Students to Enter the World of Work; and Resource References. Also available are a chart of "Common Characteristics of the Special-Needs Learner and Possible Solutions," and a two-page information sheet entitled "Evaluation Criteria for Occupational Programs for the Disadvantaged/ Handicapped."

Helping the Adolescent with the Hidden Handicap
Edited by Laurel Anderson, 1970

Academic Therapy

This collection of articles discusses topics such as: characteristics of the neurologically handicapped adolescent, guidelines for parents, medical needs of neurologically handicapped adolescents, visual training, physical education, reversing a negative self-image, the high school dyslexic, the neurologically handicapped adolescent and the law, and others.

I Can: Ideas for Teachers

Maine State Department of Educational and Cultural Services

The purpose of this 77 page booklet is to help teachers motivate students with special needs. The content consists of a compilation of classroom methods contributed by teachers who have found methods that actually work in the classroom. This text was not meant to be a detailed curriculum guide, but can serve as a central framework upon which a teacher can build with his or her own ideas. Chapters include: Entering the World of Work, Forms for Everyday Living, Managing Money, Living with Your Job, Science, U. S. History, and others.

Instructional Approaches to Slow Learning
by William J. Younie, 1974

Teachers College Press

The means by which the teacher and the school can introduce administrative and educational changes favorable to the slow learner is the topic of discussion in this text. The author's detailed account of these methods is supplemented with practical suggestions in specific subject areas for both elementary and secondary level teaching. A chapter on educational innovation, two appendices containing an annotated list of teaching materials and a basic reference library have also been included. All sources have been updated in this fourth printing.

Instructional Programming for the Handicapped Student
by D. Anderson, G. Hodson, and W. Jones, 1975

Charles C. Thomas, Publisher

This text is arranged into three parts. The first part deals with developing instructional programs to either eliminate undesirable student behaviors or develop new and desirable ones. The second part consists of a listing of instructional programs appropriate for use with handicapped students. Part Three contains an annotated bibliography of references to commercially available instructional programs, journal articles and textbooks.

Learning Disabilities Handbook for Teachers
by Robert Blackwell and Robert Joynt, 1972

Charles C. Thomas, Publisher

An effort is made in this text to delineate some commonly diagnosed problems as well as to define the disability, describe its manifestation in child behavior, and to specify remedial, diagnostic or modification techniques. The book is divided into four major areas: vision and visual motor disabilities, emotional and social disabilities, medical disabilities, and psychological disabilities. Also included is a bibliography of remedial resources with evaluations of commonly used materials.

Learning Through Curriculum Modification
by Mark Tucker, 1976

Mafex Associates, Inc.

This reference book is designed for teachers, parents, counselors, and others associated with the educable mentally retarded. Along with a brief history of mental retardation, this book clarifies the term and discusses the physical, psychological and behavioral characteristics of the condition. The book functions mainly as a curriculum guide for helping

educable mentally retarded students learn English, math, social living and other related subjects. Much is geared to helping students attain vocational and social competency.

A Look at Vocational Programming for the Secondary Educable Mentally Retarded
EC 06 2457, ED 094 513

ERIC Document Reproduction Service

A curriculum guide for educable mentally retarded secondary school students in Georgia, this booklet deals with functional academics, physical development, social skills, and prevocational and vocational skills. Contains a work-study schedule, a listing of work-in and work-out positions, a discussion on the aspects of salaries, child labor provisions, parent involvement, curriculum materials, and learning centers as well as other topics and guidelines.

Medical Problems in the Classroom: An Educator's Guide
by Raymond Peterson and James Cleveland, 1975

Charles C. Thomas, Publisher

This book is an up-to-date reference text for teachers and other non-medical professionals regarding the common medical problems which are faced everyday in a classroom situation. Although this text was written for special education teachers, it can also serve as a reference for parents, educators and persons in allied professions. This book covers a number of medical syndromes as well as their effects on the behavior and learning of children in the classroom.

The Multiply Handicapped Child
Edited by James M. Wolf and Robert M. Anderson, 1969, reprint 1973

Charles C. Thomas, Publisher

This five part reference book consists of articles by a number of authors from divergent fields. It is designed to meet the needs of almost any individual who serves exceptional children. Part I is an over-view of the subject and a review of the literature. Part II contains incidence and prevelance studies. Part III consists of articles on the modifications of special education procedures and the use of experimental programs in providing services to children. The fourth section deals with psychological evaluations and the application of acquired data to actual educational prescriptions. The fifth unit contains theoretical articles and a summary chapter which

attempts to offer a means for formulating a concept for teaching the multiply handicapped child.

Practice in Reading Manual Communication, Film

Indiana University Audiovisual Center

This film series of 16 lessons is intended for use by hearing people who want to develop skill in understanding the language of the deaf. The film is accompanied by a lesson guide.

Prisoners of Silence, Film

Italian Cultural Institute

A school for the training of deaf-mutes is the subject of this color film. The methods used to enable the students to take their places in the productive ranks of Italian Society are examined. (Available only to schools which teach Italian.)

Selected Free Materials for Classroom Teachers
by Ruth Aubrey, 1971

Fearon Publishers

A listing of the instructional materials which can be obtained from government agencies, national associations and manufacturers is compiled in this directory. Materials have relevance to elementary, secondary, and post-secondary levels of instruction. Included are materials for guidance, career education and those which can be used as related information in almost every area of vocational and technical education. A good resource for students, teachers, and other educators.

Shaping the Education of Slow Learners
by W. K. Brennan, 1974

Routledge and Kegan Paul

In exploring the practices of special and remedial education in regular and special classes, this text attempts to divide the different needs of different groups of handicapped students, and to suggest how these needs may be met by teaching, therapy, and care. Topics of discussion include: the development of concepts about backwardness; the characteristics and needs of different kinds of slow learners; teaching approaches based upon practical experience; studies of post-school progress of slow learners; and the effects of recent curricular developments.

Teachers' Guide for Vocational Related Training for Special Students
by Mary Shipe, revised 1972

Tennessee State Board for Vocational Education

A curriculum guide for use with secondary, disadvantaged, handicapped, or regular vocational students, this material can help the instructor provide the practical information necessary for daily life. It is divided into four sections, which are color-coded for quick reference. Section I deals with equipment and materials. Section II, Suggested Instructional Units, contains such topic headings as Personality, Getting Along With Others, The Job Application, Driving, Well Balanced Meals and many others. Forms and tables are reproduced for many of the topics. The third section contains a suggested grading standard and Section IV is a list of references.

Teaching Educable Mentally Retarded Children
by Oliver P. Kolstoe, 1976

Holt, Rinehart and Winston, Inc.

The purpose of this book is to translate theory into practice, thereby providing the teacher with a program for teaching the mentally retarded. The book is divided into several parts. Part I involves objectives and organization, and discusses such topics as mental retardation, program objectives and service delivery. Part II presents methods and materials for teaching a number of subjects, including arithmetic, social skills and vocational competencies. Units of instruction are presented in Part III, and Part IV includes a summary.

Teaching Mildly Handicapped Children in Regular Classes
Edited by Sheila Lavenbraun and James Affleck

Charles E. Merrill Publishing Company

This textbook focuses on mainstreaming--the integration of the special child into the regular classroom. Teachers are provided with the skills and resources needed to teach mildly handicapped children. Included is a step-by-step explanation of the components of a systematic instructional model. Areas covered include: assessment, establishing objectives and sequences, initiated instruction, follow-up instruction, ongoing assessment, and program modification and implementation. The application of instructional models to mildly handicapped children is presented via examples and a case study.

Vocational Preparation of Retarded Citizens
by Donn Brolin, 1976

Charles E. Merrill Publishing Company

This book was written for teachers, counselors and all other persons engaged in providing educational and vocational services to the mentally retarded. The aim of the author is to conceptualize and delineate practices which can prepare moderately and mildly mentally retarded persons for the world of work. Concepts are presented in a non-technical manner and a "how-to-do-it" approach was used whenever possible. The book is divided into three major sections: Part One gives a basic background. Part Two covers techniques of vocational preparation, and Part Three discusses program models and evaluation. Appended are a procedure for conducting a job analysis, a work sample manual format and an example of an instructional package.

HOME AND COMMUNITY RESOURCES

The selected resources in this section should aid the teacher in developing a link between the school and the home and community. In the case of handicapped students, it is especially important that an effort be made to extend education beyond the classroom. Barriers of hesitation and misunderstanding may have to be broken down. Employers and parents may have to assist in helping handicapped students find jobs, solve work related problems or make personal adjustments. Co-workers may have to learn to accept the necessity of changing their emotional outlook. The resources included in this section can serve as aids for dealing more effectively with these, and other situations.

About Jobs and Mentally Retarded People

The President's Committee on Employment of the Handicapped

This 24 page booklet is designed for parents and friends of the mentally retarded, professionals concerned with the guidance of the job-seeking mentally retarded, for employers who plan to hire the retarded, and for the retarded themselves. The book is divided into several sections. The first section, "About Jobs," deals with the reasons why people work and the importance of every kind of job position. "About Evaluation" briefly reviews the different methods of pre-employment evaluation used to pinpoint the "right" job. "About Preparation" describes different learning programs. Other topics include vocational rehabilitation, job hunting, employers, and the future. A directory of state contacts is included in the back of the text.

Aphasia, My World Alone
by Helen Wulf, 1973

Wayne State University Press

This autobiography was written by a woman who was left aphasic by a stroke. She relates her thoughts and experiences throughout her treatment and rehabilitation. The problems she faced as an aphasic are analyzed for the benefit of other aphasics, their families, and professional personnel.

Attitudes Toward Blind Persons
by Irving F. Lukoff, Oscar Cohen, and others, 1972

American Foundation for the Blind, Inc.

This book is a general introduction to the subject of attitudes toward blindness--what they have been in the past, what they are in the present, and what they might be in the future. Attitudes toward blindness are analyzed in detail from a sociological point of view. Prejudice toward the blind is also examined. Suggestions are given about specific ways in which more positive attitudes might be developed.

The Be Informed Series
Unit 11: Be Informed on Mental Retardation

New Readers Press

Written on a grade four reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text has such titles as: Mental Retardation: What Is It?, Can You Prevent Mental Retardation?, Looking for Retardation, and When a Retarded Child Grows Up.

Children Without Sight, Film
1973

Campbell Films, Guidance Information Center

The many facets of an educational program geared to blind children are discussed in this short film.

A Cup of Kindness: A Book for Parents of Retarded Children
by Louise Fraser, 1973

Special Child Publications, Inc.

Designed for parents of retarded children, this book presents techniques for working with the retarded child as well as a general philosophy of education for the retarded. Common types of retardation are reviewed, and various aspects of home training are covered. Suggestions are offered for special problems, including adolescence, the brain injured child, childhood autism and the multiply handicapped. Case histories and an annotated bibliography are also included.

Does Your Child Have a Learning Disability?
by Stephen Freeman, 1974

Charles C. Thomas, Publisher

This book covers the etiology of learning disabilities, characteristics of learning disabled children, discipline, home training, and educational development. Although a primary purpose of this book is to answer questions asked by parents, the text can also be useful to professionals.

Donald, The Man Who Remains a Boy
by Howard L. Hurwitz, 1973

Pocket Books, Inc.

In recounting the growth and development of his mentally handicapped son, the author stresses the fact that his child was able to obtain the education and vocational guidance necessary for successful employment, in spite of many obstacles and an early medical prognosis of uneducability. Discussed are some of the problems associated with MR, guidance for parents, group residences and occupational training centers.

Facts on Mental Retardation

National Association for Retarded Citizens

Many of the most common questions about mental retardation are answered in this brochure. Subjects of discussion include: how the mentally retarded differ from other people, how prevalent retardation is in the U.S., what causes retardation, and some of the things that can be done for the retarded.

A Fighting Chance, Film
1974

The President's Committee on Employment of the Handicapped. Visual Information Specialist

This film depicts the struggle and frustrations of a blinded Vietnam veteran who is trying to find a job in radio. The film raises the question of employer attitudes in hiring the handicapped. Emphasis is put on the point that the employer's primary consideration should be an employee's ability to do the job.

Good People, Film
by Hughes Aircraft Company, 1970

The President's Committee on Employment of the Handicapped. Visual Information Specialist

Good People is the story of how government, industry, and the physically handicapped have gotten together to add a new strength and broader dimension to the human resources of the nation. It is about a company that gained some of the best workers in the industry by giving the handicapped a chance to prove how good they could be.

Guide to Job Placement of the Mentally Retarded

National Association of Retarded Citizens

Facts about the mentally retarded and their ability to work are covered in this text, which is designed for employers. Tips on proper job placement are also included.

Helen Keller

American Foundation for the Blind, Inc.

This story describes Helen Keller's slow, difficult re-entry into the world after having been shut out by the blindness and deafness caused by illness at the age of 18 months. This publication stresses Keller's ability to triumph over her handicaps.

Helping Your Handicapped Child
by Ellen Collins

New Readers Press

Basic, simple techniques for helping handicapped children are presented in this text. Such topics as learning to dress, selecting clothes which will be easy to put on, good grooming, eating, and table manners are all covered. The reading level is third grade.

Hiring the Handicapped: Facts and Myths

American Mutual Insurance Alliance

This short pamphlet deals with the advantages of hiring handicapped workers. The first section disputes some of the most common misunderstandings about hiring the disabled, then stresses the fact that studies show that these workers have

average-or-better ratings in those areas which count most with employers: job performance, safety, and attendance. The pamphlet closes with a suggested five-point personnel approach to hiring the handicapped.

If Your Child Is Handicapped
by William C. Kvaraceus and Nelson Hayes, 1969

Porter Sargent Publishers

This small text is designed for both the parents of handicapped children and the individuals who work with them. It consists of autobiographical "reports" by parents who describe how they learned to cope with the grief, shame, and fear that accompanied the discovery of the child's handicap. Accounts of parents who have children with the following disorders are included: 1) cerebral palsey and orthopedic handicaps, 2) mental retardation, 3) deafness, 4) blindness and partial sight, 5) emotional disturbances and 6) a section on special health problems such as epilepsy and terminal illness.

Legacy of Anne Sullivan, Film

Indiana University, Audiovisual Center

The unique communication problems of the deaf-blind are documented in this film. Also discussed are the services available to these individuals.

1972 Legislation and Achievement: Special Programs, Adult Education, The Disadvantaged Student, Early Childhood, The Exceptional Student, and Vocational Career Student
by Doris M. Ross, 1973

Denver, Colorado Department of Research and Information Services, Education Commission of the States

Approximately 250 1972 state legislative acts and achievements related to special educational programs are summarized in this text. The areas covered are those listed in the title. The legislation and achievements are listed by state in alphabetical order within each of these categories. Each piece of legislation has a listing of the name of its state, bill number, the status of legislation as of May, 1973 and a short description. Sources of additional information are also listed.

Let Our Children Go: An Organizing Manual for Advocates and Parents
by Douglas Bilden, 1974

Human Policy Press

Designed to educate child advocates and parents of the handicapped, this manual discusses ways in which parents can gain the power required to make the community respond to the needs of their handicapped children. Topics of discussion include: ways to deal with service agencies, form group purposes, create allies, conduct teach-ins, and deal with resistance and "red tape."

Listen, Film

Indiana University Audiovisual Center

This documentary on hearing loss discusses its causes, its psychological meaning, and what can be done to cope with the problem. Sounds are reproduced to approximate the way that they are heard by persons with different kinds of hearing loss.

Living With the Retarded
by Maxine Phillips

New Readers Press

The emphasis of this text is upon social awareness--the problems of both parents and the community in accepting the retarded individual. This material can be useful for anyone who needs to learn how to relate to the retarded. The reading level is second grade.

The Mentally Retarded Child, 6 Cassettes
EP 2000

Opportunities for Learning

Designed for either teachers or parents, this cassette program is aimed at helping the listener understand the problems of mentally retarded children of all ages. Special curriculum designs and the factors which tend to influence them are also discussed. Some of the titles are: Expectations, The Retarded Baby, Strive for Independence, Discipline, Speech, Work and Play, School Days, Adolescence, and others.

Needs of Parents of Mentally Retarded Children
by Mrs. Max Murray

National Association for Retarded Citizens

This 16-page booklet discusses a number of issues which are important to parents of the mentally retarded. Acceptance of the diagnosis, financial concerns, emotional tensions, lifetime care, and ill-timed professional advice are all discussed in the context of their effects on parents of the retarded.

New Directions for Parents of Persons Who Are Retarded
by Robert Perske

Abingdon Press, Inc.

Designed for parents of retarded children, this text focuses on the personal adjustment of these parents. Along with such topics as disappointment and the acceptance of necessary changes and emotional extremes, the book also deals with continual development, the encouragement of development and alternatives to eventual institutionalization.

New Hope for the Retarded

Opportunities for Learning

A non-technical approach to the problems of teaching retarded children, this text can be used both in the home and the classroom.

No Barrier, Film

The President's Commission on Employment of the Handicapped, Visual Information Specialist

Designed to encourage the Navy's worldwide installations to hire the handicapped, this film dramatizes the life of a deaf civilian employee of the Navy.

An Orientation to Mental Retardation: A Programmed Text
by Patrick J. Flanigan, George R. Baker, and Lynn G. LaFollette, 1973

Charles C. Thomas, Publisher

Acquisition of appropriate terminology and its meanings and uses is the concern of this book. Specialized areas include dimensional definition and classification, multidisciplinary approaches to evaluation, sensory function, development

aspects, educational sequencing and programming, vocational approaches and social adjustment, and volunteer services and agencies. Programming patterns at all age levels are described with the principal emphasis being placed on the learner-programming-client processes.

The Physically Handicapped and the Community: Some Challenging Breakthroughs
by Louis A. Michaux, 1970

Charles C. Thomas, Publisher

The author of this text is physically handicapped. He offers practical insights on topics which relate to the day-to-day existence of handicapped individuals. Discussed are such subjects as dealing with despair, the roles of the church and community in providing rehabilitation, attitudes of the handicapped, attitudes of the able-bodied when dealing with the handicapped, family relationships, organized groups for the handicapped, guidelines for receiving action from agencies, listings of adaptive equipment, resource articles on higher education and housing, and a summation of legislation relating to the handicapped.

Something's Wrong With My Child: A Parent's Book About Children With Learning Disabilities
1973

Harcourt Brace Jovanovich

Intended for parents, this text emphasizes the physiological basis of learning disabilities. Ways to recognize the learning disabled child and sources of help are discussed. Other topics covered include the role of the school, the child's adjustment to a special class, parent relations, discipline, and the academic, sexual, and social problems of the adolescent learning disabled child.

This Isn't Kindness . . . It's Good Business
1974

National Association for Retarded Citizens

Designed to encourage the employment of the mentally retarded, this text contains a list of the strong points that most mentally retarded individuals display while on the job. Also included is a list of the kinds of jobs that mentally retarded persons can perform successfully.

What is Special Education?: A Guide for EMR Students and Parents
by Ronald J. Gadson

New Readers Press

Prepared for the educable retarded student, this 16-page booklet explains such things as the meaning of mental retardation and special class placement, what special classes will be like, which subjects will be studied, what high school work study is all about, and the future prospects following graduation. The content is simple and straightforward, with a third grade reading level.

Your Deaf Child: A Guide for Parents
by Helmer Myklebust, 1974

Charles C. Thomas, Publisher

Written for parents of deaf children, this book discusses what deafness means, parent's groups, causes of types of deafness, speech, attitudes, hearing aides, auditory training, discipline and speech reading. This book may also be of use to physicians and other professionals.

LIFE SKILLS

There are many everyday "coping skills" that are important for students to master. These may include learning how to use credit, insurance and banking services, how to budget, how to use bus schedules or how to make good consumer decisions. While these and other "coping skills" are not directly related to skill training for a specific job, they are often essential to the individual if he is going to successfully pursue a career. The resources included in this section relate to a wide number of life situations that are commonly encountered by the young adult.

About Banking

Rutgers University

Written for deaf students in the business-training curriculum, this manual covers the essentials of banks and their services. Thirty-six lessons cover introductory material; checks and different types of checking accounts; bank statements; other services of commercial banks; savings bonds and mutual funds. A vocabulary section is provided in each lesson, along with simple assignment questions and line drawings.

About Buying on Credit

Rutgers University

Written for deaf students, this brief manual of 12 lessons covers the essentials of charge accounts and other store credit plans, credit cards, installment buying, and borrowing money. The language is simple, and each lesson contains definitions of new words. Simple assignment questions and line drawings are also included.

About Insurance

Rutgers University

Designed for deaf students in the business-training curriculum, this manual covers all the principal types of insurance today, divided into these categories: automobile, life, health, social security, homeowners, and miscellaneous.

The language is simple, and a vocabulary section is included in each of the 32 lessons. Simple assignment questions are provided, as well as line drawings.

Accent/Consumer Education
by Herbert Bohlman, Edna Bohlman and H. M. Bohlman, revised 1975

Follett Publishing Company

Written at a sixth grade reading level, these booklets cover problem areas in personal and family money management. Wise spending, how to safeguard income and investments, and avoidance of careless management are covered. There are four booklets entitled: Knowing How to Budget and Buy, Insuring Your Life, Income and Property, The Law for You, and Understanding Consumer Credit.

All About Me
1975

Rutgers University

This manual was developed for teaching deaf girls between the ages of 13 and 18. It attempts to instill readers with confidence and reassurance and to help them understand both themselves and others. Lessons cited are intended to be used with accompanying audio-visual materials, demonstrations and discussions. Specific objectives and learning experiences are at the beginning of each lesson.

Applications and Forms

Educational Innovations, Inc.

Aimed at secondary level special education students, these sound filmstrips cover the filling out of forms and applications, including one's personal history, health history and education. This package includes five filmstrips, five cassettes, 20 student workbooks and one teacher's manual. Also available (at additional cost) are 20 forms and applications and 30 transparencies covering job application letters, job application, answering want ads, social security application, bank statements, and other common forms.

Attitude Poster Set: Sets No. 1 and No. 2

Careers, Inc.

The multi-colored posters in this set are each designed to convey a short, specific message. In Set No. 1, large-printed captions such as "A Winner Never Quits--A Quitter Never Wins," are presented on each of 40 posters, along with humorous cartoon drawings. Set No. 2 contains an additional 20 messages. A good resource for conveying ideas to the slow reader.

Banking

Educational Innovations, Inc.

This set, consisting of five filmstrips, five cassettes, 20 student workbooks and one teacher's manual, is designed to teach special education students at the secondary level all about basic banking services. The following topics are covered: uses of a bank, application for credit, savings accounts, checking accounts and credit cards. Related consumer activities are suggested.

Banking Series

Interpretive Education

This low vocabulary, high interest program is designed to meet the financial needs of special students entering the world of work. Bank functions are explored as they apply to the consumer. This is a sequential program comprised of visual and audio materials and workbooks. The following topics are covered: how to open a savings account, how to withdraw money, filling out and using checks and using bank forms and services.

Basic Driver Education
by James S. Bonner, Robert W. Gutshall, and Francis C. Kenel

The Interstate Printers and Publishers, Inc.

The object of this worktext is to produce favorable behavior toward the use of the automobile in slow learning, mentally retarded and culturally deprived students, regardless of academic level. It is designed to give individuals who can not adequately comprehend driver education texts a thorough understanding of the information needed for safe driving. Vocabulary and sentence structure are simplified and each main concept is accompanied by large cartoon illustrations. A written test is included with each one-page lesson, involving simple writing and copying skills. A verbal test follows, allowing non-readers to participate in class discussions. Sample lesson titles are: You and a Car; Laws; Health of the Driver; Insurance; and Your Car.

Basic Skills in Getting Around
by E. R. Young

Warren's Educational Supplies

Designed for use with special education students, this book covers the following: driver's license, road signs, parking meters, compass directions, using maps, timetables, travel itineraries and time zones. Lessons are printed on spirit masters, and each master is guaranteed to make 250 copies.

The Be Informed Series
Unit 10: Be Informed on Banking
1975

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text contains such titles as: Bank Services, Your Checking Account, Reconciling Your Bank Statement, and Saving Through Banking.

The Be Informed Series
Unit 2: Be Informed on Buying a Car
1975

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be of high interest. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text contains such titles as: Decision Making, Buying a Used Car, Buying a New Car, and Car Insurance.

The Be Informed Series
Unit 17: Be Informed on Drugs
1975

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide

provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text covers such topics as: the growing trend toward overuse of drugs, the major abused drugs, why people use dangerous drugs, treatment of addiction, legal implications, and how to handle drug emergencies.

The Be Informed Series
Unit 3: Be Informed on Owning an Auto
1975

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be of high interest. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text contains such titles as: Licensing and Insuring a Car, Maintaining Your Car, Operating a Car, and Driving a Safe Car.

The Budget

Rutgers University

This book presents the basic concept of budgeting in simple terms. It is liberally illustrated and has a vocabulary section. The material is presented under three chapter titles: The Government Budget, The Family Budget, and The Personal Budget.

Budgeting

Educational Innovations, Inc.

This multi-media package is intended for use by non-readers or slow readers, special education, adult basic education and rehabilitation classes. The following titles are included: What is a Budget?, Why Budget?, What Are Expenses?, How to Budget, Budget Help, Help When You Blow Your Budget, Responsibility of the Individual, and How, When and Why Budget.

Budgeting and Spending
Agricultural Work Experience #6 AGDEX 900, 1971

Ohio Agricultural Education Curriculum Materials Service

Written in language suitable for students with special needs, this 20 page booklet is one of a series of student manuals. Budgeting and Spending deals with money management, the steps for developing a budget, and suggestions for good spending. Sample budgets are included as well as forms which allow the student to prepare his or her own budget.

Budget Practice Skill Text

Special Service Supply

Practical budgeting problems are presented in simplified form around the principle of a "Budget Wheel." The Budget Wheel has been constructed as a circle divided into salary parts, each part being based on the average percentage necessary for a particular living expense. The text is primarily composed of problems which are meant to be figured from the Budget Wheel. A teacher's answer form is included.

Building An Insurance Program
Agricultural Work Experience #9 AGDEX 900/12, 1973

Ohio Agricultural Education Curriculum Materials Service

An introduction to insurance programs, this 26 page student manual is one of a series of student information booklets written in language suitable for students with special needs. Considered are such topics as: the purpose of insurance, methods for planning an insurance program, life insurance, auto insurance, property and liability insurance, and health insurance.

Clothing Care Series

Interpretive Education

This do-it-yourself program is designed to teach EMR students the basic skills necessary to keep their clothing neat and clean. The program assumes no prior knowledge in the area, and takes students through the use and operation of coin-operated washers, dryers, and dry cleaning machines. Various aspects of washing, drying and dry cleaning are covered along with information on the selection of laundry products.

Credit
Agricultural Work Experience #4 AGDEX 900/11

Ohio Agricultural Education Curriculum Materials Service

One of a series of short student manuals developed in a language suitable for students with special needs, this pamphlet identifies some of the sources of credit in a typical community, then deals with applications for credit and the use of credit cards. The reading of credit statements is dealt with as well as the basic costs of credit. Exercises dealing with the forms that a student can expect to encounter during the process of applying for credit are also included.

Curriculum for the Intellectually Disabled Trainable
1970

Florida Department of Education, Bureau of Education for Exceptional Students

This text presents a developmental sequence to achieve specific goals which have been programmed in six major areas: self care, communication, body usage, practical skills, basic knowledge, and social behavior.

Curriculum Guide: Educable Mentally Retarded
1974

Florida Department of Education, Bureau of Education for Exceptional Students

This curriculum guide is designed to help the teacher assist individual students in becoming effective and well-adjusted members of society.

Dining Out Skill Text for Young Diners

Special Service Supply

Actual luncheonette and restaurant menus are presented in this 50 page worktext, which is designed to acquaint students with menu layout, pricing, and the functional language of dining out. Each of the 12 menus is followed by a set of practice exercises, which include crossword puzzles, bill addition problems and problems which stress the proper spelling of terms.

Economics

Rutgers University

Suitable for students who can read at the third or fourth grade level, this text is a presentation of the most basic concepts of economic terms: self-sufficient, trade and money,

dependent people, goods and services. A vocabulary section is provided, along with many illustrations.

An Education Curriculum for the Moderately, Severely and Profoundly Mentally Handicapped Pupil
by Jane Adams, 1975

Charles C. Thomas, Publisher

The purpose of this book is to present, in a sequential format, the curriculum content necessary to provide groups of trainable and sub-trainable children with self-help skills, cognitive skills, physical-motoric skills and socialization skills. The philosophy of normalization and the principles of modification are recommended to meet individualized needs.

Everyday Business

Lawson Book Company

This high interest, low reading level workbook is designed for the slow learning student or adult. Five sections cover the following topics: banking, buying, budgeting, federal income tax, and insurance.

Faces of Courage, Film
1974

Courage Center

Five physically handicapped people tell about some of their special life problems and discuss how the Minnesota Society for Crippled Children and Adults provided them with chances for employment, rehabilitation, recreation, and other activities which most people tend to take for granted.

Female Self-Care Series, Filmstrips

Interpretive Education

These filmstrips present a step-by-step program devoted to personal appearance and personal grooming. The titles of the filmstrips are: Hair Care, Make-Up, Better Dress, Nail Care, and Your Teeth.

Fundamental Forms Skill Text (For Every Day Living)
1974

Special Service Supply

The main intent of this worktext is to acquaint students with the many different kinds of forms that are a part of every day living, and to instruct the student on how to properly fill them out. This 33 page text is a compilation of actual forms gathered from different sections of the country. The instructor is advised to discuss each form and familiarize the student with pertinent vocabulary words and their values before having each member of the class fill them out. Example forms are an application for a loan, a social security form, a charge account form, banking forms, hospitalization forms, a mortgage loan form and a life insurance application.

Good Grooming for Teenagers
by A. E. Breed

Burgess Publishing Company

This workbook was written to help special students develop an awareness of and responsibility for personal appearance. Included are chapters on good posture, good grooming for girls, good grooming for boys and skin care.

Good Looks, Film
#3574

Modern Talking Picture Service

Teenagers express their own personal views on good grooming in this 15 minute film. The film is designed to present basic reasons for good grooming and to motivate both girls and boys toward a responsibility for their own appearances. A fast-paced basketball game serves as the center of a story-line that is narrated by teenagers. Young people also give demonstrations of techniques for personal cleanliness. A 4½ minute version of the film is also available, as well as an accompanying booklet.

A Guide for Life Management: Skills for the Disadvantaged and Handicapped Student

Idaho State Board for Vocational Education

This guide is designed to teach interpersonal and behavior coping skills to disadvantaged and handicapped students.

The Homemakers Guide
by Pauline M. Caraher and others

Ohio: Teacher/Education Center

This student-oriented material can be used with any student who has reading difficulty. The reading level is fourth grade and the content is interspersed with many illustrations. The text is recommended for prevocational or home maintenance courses for educable mentally retarded or deaf students. Very basic information is provided on the following topics: foods, appliances, safety, measuring, recipe use, clothing, home care. A glossary is included at the back of the text.

The Huffless, Puffless Dragon, Film

American Cancer Society

Although this 8 minute animated cartoon is intended for the upper elementary grades, it is also appropriate for junior high school students. This film can be particularly effective as an introduction to more detailed treatment of the subject of cigarette smoking and health.

I Want a Driver's License

Fern Tripp

For the non-academic student who wants to pass the tests for receiving a driver's license, this worktext contains authentic road signs in their actual shapes and colors. Sample tests are also included, along with practice and word study exercises. All are presented in an easy-to-read style.

Independent Living: New Goal for Disabled Persons
by Irving R. Dickman (Pamphlet #522), 1975

Public Affairs Pamphlets

This pamphlet discusses the changing trends in providing living situations for the physically and mentally handicapped. According to the author, the disabled individual no longer has to live at home with his parents like a perpetual "child," or become institutionalized. The booklet describes the alternatives which are now being provided by agencies. Some of the section titles are: Parent Problems, The Principle of Self-Help, Group Living, "Graduation" Programs, Learning Real-Life Skills and The Question of Special Facilities. This booklet can be used by educators, parents, and the handicapped as a general source of information.

Independent Living Without Sight and Hearing
1972

Hadley School for the Blind

Designed for use by the deaf-blind and available in both braille and inkprint forms, this text is part of a correspondence course in independent living skills. The focus is on helping the reader make the most of his/her remaining senses, such as smell, touch and the kinesthetic sense. Ways of communicating with the non-handicapped are explained. The use of the telephone and mailbox, orientation and travel skills, and ways of earning money are among the topics covered. In addition, sources of braille magazines and books are given.

Installment Buying

Rutgers University

Written with the simple vocabulary necessary for teaching the deaf, this basic text is also suitable for students with reading difficulty. The information presented is well supported with examples and money concepts are all supported by mathematical problems. Although primarily developed for the School for the Deaf, this text should prove to be appropriate for low-ability groups.

Jesse Learns to Drive: Job Employability Skills in Special Education
1976

FLRS/Springs Associate Center

Developed for the purpose of establishing a competency based program in employment skills for secondary special education classes, this unit in the JESSE series is designed to teach the basic skills of driving.

Keeping Your Records Straight
Agricultural Work Experience #5 AGDEX 900/10

Ohio Agricultural Education Curriculum Materials Service

In this 17 page student manual, which is one of a series written in a language suitable for students with special needs, the student is guided through the process of setting up a records system. Covered are such topics as: purchasing the necessary materials for setting up a filing system, getting important papers together, and organizing the filing system. Also provided are suggestions for paying bills and keeping a monthly expense account. Each step in the procedure is illustrated.

Kerby's Corner
1973

Florida Department of Education, Bureau of Education for Exceptional Students

Kerby's Corner is a series of video lessons designed to teach self-care skills to young adult female retarded individuals. This series is composed of five lessons: manicuring, makeup, exercises, dressing, and the proper way to walk and sit. Each lesson is approximately ten minutes long. A printed lesson plan accompanies the series.

The Language of Life
by E. A. Gochnour and T. B. Smith, 1973

Interstate Printers and Publishers, Inc.

The Language of Life focuses upon areas of concern to young adults as they enter into the responsibilities of everyday life. Stories and activities are used to develop reading, expressive language, and vocabulary skills. Each story is short and is followed by exercises, discussion questions, and supplementary suggestions. Topics include good work habits, dating, budgeting money, getting a driver's license, what to do in case of an emergency, housing, job applications, legal problems and drugs. This activity book is appropriate for hearing impaired students at a high school level.

The Law for You
by H. Mac Bohlman and Herbert W. Bohlman, 1969

Follett Educational Corporation, Educational Opportunities Division

Many aspects of the U. S. legal system are presented in lay terms through the use of a series of short readings which are followed by exercises. Discussions cover the range from personal to constitutional law. This student oriented textbook can be used with sighted special needs students at the secondary or post-secondary level in general career education. Useful with retarded individuals provided there is some teacher modification.

Let the Sunshine In, Parts I and II
(#E002 and E003)

National Association of the Deaf

A series of learning activities designed for multiply handicapped deaf children, this material places an emphasis on

learning in the areas of money, time, and social training. The "total communication" approach is used to introduce vocabulary.

Love, Sex and Birth Control for the Mentally Retarded: A Guide for Parents
by Winifred Kempton and others, 1971

Planned Parenthood Association of Southeastern Pennsylvania

The purpose of this guide is to help parents talk to their retarded child about sex, and to answer the child's sex-related questions. The following topics are covered: what parents should tell their children and how, preparation for puberty, masturbation, dating, sexual intercourse, venereal disease, birth control, abortion, marriage and the desire to have children.

Making It On Your Own
(MA 192610)

Opportunities for Learning

This book of stories is designed for use with junior and senior high school students. It is the tale of two boys who leave their home town to find a job and an apartment in the city. Each character eventually marries and prepares for a family. Topics of discussion woven into the storyline include employment, budgeting, grooming, pay and banking, marriage and parenthood. A teacher's guide is also available.

Male Self-Care Series

Interpretive Education

This multi-media, non-reading series was developed to teach good grooming habits to secondary level males. The filmstrips are entitled: You, Care of the Skin, Care of the Teeth, Nail Care, and Care of the Hair.

Manners
by H. Prevo (#153)

Frank E. Richards Publishing Company, Inc.

Designed for use with special classes, this social adjustment worktext deals with the concepts of appropriate

manners and consideration for other people. A teacher's key is also available.

Modern Consumer Education Series
1970

Grolier Educational Corporation

This series contains a number of booklets relating to different aspects of consumer education. There are several booklets in each of the following areas: You and the Law; Ways to Handle Money; Protecting Family Health and Security; Ways to Shop; Cars; Furniture and Appliances; Food, Clothing and Shelter. The booklets are presented in an easy to read, high interest format. The vocabulary is kept simple and, where words of some difficulty are used, they are immediately defined.

National Park Guide for the Handicapped
1971 (Stock No. 2405-0286)

National Park Service

This booklet gives an individual listing for each of the national parks in each state, briefly describing the problems and obstacles that may confront a handicapped visitor as well as the modifications of problem areas that have been made in recent years. Each listing also contains the special services, facilities, and programs that have been provided to make the parks more accessible to the blind, deaf, wheelchair confined, heart and special medical cases.

The Old Shoe Mystery
by R. Michelangelo and John Travis

Mafex Associates, Inc.

This mystery story is written with a fourth grade reading level and high school interest level. It depicts a large family adjusting to living and business crises. The story contains facts concerned with family living and family business. Topics included are marriage, shelter, clothing, transportation, savings, personal expense and payroll deductions.

The Phone Calls You Make
R. H. Turner

Follett Publishing Company

Written on a fifth grade level, this student workbook provides lessons in manners on the telephone, speech improvement,

jobs in the telephone industry, dating, family relations, and finding information in the phone book. A teacher's guide is also available.

Preventing Mental Retardation
by Maxine Phillips

New Readers Press

Information about avoidable or treatable causes of retardation is emphasized in this 16 page booklet, which is designed for prospective parents. Topics covered include: RH factor, rubella, drugs, poor nutrition during pregnancy, head injuries, parent neglect, and others. The reading level is second grade.

Ready for Safety: Common Signs of Community Service and Safety

Fern Tripp

Over one hundred common signs are included in this package. The signs are perforated and in color. They can be used for special classes, adult beginners, foreign born, primary or remedial groups.

The Right-to-Education Child
by Donald Myers and Ellen Somerton

Charles C. Thomas Publishing Company

This book details the step-by-step procedures important to successfully learning to teach self-care skills to the severely and profoundly mentally retarded. The skills involved are those which can lead to the development of the life skills which are necessary for more successful functioning in our everyday society. The text is based on a concrete curriculum, with clear, understandable instructional objectives, and procedures that are basic and aimed directly at achieving task competency.

Road Signs

Fern Tripp

One hundred and twenty road signs selected from those used throughout the nation are presented in this material. Words and phrases used on guide signs, road work and regulatory signs are also included. All material is presented in a simplified style for the special student.

Savings and Checking Accounts
Agricultural Work Experience #3 AGDEX 900/10, 1971

Ohio Agricultural Education Curriculum Materials Service

This 22-page student manual is part of a series developed in a language suitable for students with special needs. Included are step-by-step instructions for opening and using checking and savings accounts with banks, establishing savings accounts with savings and loan associations and reproductions of the forms which are usually encountered during these banking procedures. This material can serve as both a student worktext and reference.

Search Visuals
1974

Scholastic Book Services

For use with junior and senior high school students who are reading at the fourth-to-sixth grade levels, this teacher-oriented material deals with such topics as reading maps, and reading charts and tables. Booklets are divided into lessons, each containing a transparency, a spirit master, and a lesson plan. Transparencies provide overhead projection, while the ditto master allows for distribution of maps, charts, etc. to the students. Lesson plans allow for teacher modifications.

Self-Care--Feminine Hygiene, Filmstrips, Cassettes

Educational Innovations, Inc.

Designed for secondary level students, this package of filmstrips and cassettes requires no reading. It covers, in a step-by-step manner, how to deal with hair care, make-up, dress, eating habits and the care of teeth.

Self-Care--Male Hygiene, Filmstrips, Cassettes

Educational Innovations, Inc.

Designed for secondary level students, these materials require no reading. The focus is on good grooming and the following topics are covered: skin care, teeth care, nail care, hair care and eating habits. The package includes 5 filmstrips with cassettes and a teacher's guide.

Sex Education for Disabled Persons
by Irving R. Dickman (Pamphlet #531)

Public Affairs Pamphlets

This booklet points out the fact that many disabled people can and do have satisfying sexual relationships. The content can serve as a useful introduction to the problem for parents, educators, and disabled persons. Some of the section titles are: Outdated Attitudes; No "Satisfactory Substitute"; Is "Knowing Too Much" Dangerous?; Parents as Teachers; Some Specific Problems; Marriage; and Genetic Counseling. A short list of special materials for parents and professionals is included at the back of the booklet.

Sex Education for Persons with Disabilities that Hinder Learning: A Teacher's Guide
by Winifred Kempton

Planned Parenthood Association of Southeastern Pennsylvania

This teacher's aid can be used to help students with learning problems come to terms with their own sexuality. The text can also be a valuable resource for parents and those who work with individuals who are mentally handicapped. Included are many practice exercises and a resource guide.

A Step-By-Step Guide to Personal Management for Blind Persons
1974

American Foundation for the Blind

A manual of workable personal management techniques for blind and visually impaired persons, this workbook covers activities of a personal, self-care, and home management nature. Topics include skills in personal hygiene and grooming, cooking, home making and home repairs. The introductory note stresses the need for the user of the text--the blind person, his family, or an instructor in a rehabilitation center, school, or agency--to use the workbook with flexibility. The detailed task descriptions are not considered definitive, but are practical suggestions which are meant to be adapted to the needs of the user. Each task is divided into three sections: Orientation, Equipment and Technique. Sample tasks include tying shoes, cleaning fingernails, applying make-up, and defrosting and cleaning a refrigerator.

Striving for Independence, Film
1968

McDonnell Douglas Corporation, St. Louis Library

Concerned with the search of blind persons for real independence, this film tells about how blind individuals are taught to take care of themselves by overcoming their handicaps and fulfilling their ambitions. Discussed are the benefits of gainful employment in developing a sense of independence.

Supermarket
1968

Fern Tripp

Everyday problems in grocery buying are presented in a storyline form that involves the buying needs of the White family. Some of the concepts conveyed through the narrative are: making change, check writing, sales slip writing, basic arithmetic facts which relate to food purchasing, use of weights and quantities, number words frequently used and can size and servings. Exercises are included.

Swan Lake: Conversations with Deaf Teenagers, Film

Indiana University Audiovisual Center

Deaf teenagers are interviewed for their views on various aspects of life, including family relationships, education, and plans for the future. All conversation is conducted in sign language, with a spoken narrative interpretation.

Taking Care of Yourself
Agricultural Work Experience #8 AGDEX 900/65, 1976

Ohio Agricultural Education Curriculum Materials Service

This 27 page student manual is one of a series which has been developed in a language suitable for students with special needs. Considered are such topics as personal hygiene, health, outward appearances and other items which are relevant to the student who is interested in taking care of himself.

Teach Yourself Lip-Reading
by Olive Wyatt, 1974

Charles C. Thomas, Publisher

This book is intended for those who once had hearing, for those who still have some hearing, and for those who can still be helped by a hearing aide. Part I discusses a simple approach to shape and movement, the synthetic method, clue words, association ideas, and sequence in associating ideas. Part II covers ways to put lip reading into everyday life and suggestions for self-help materials. The author does not hide the fact that the acquisition of lip reading is by no means easy, but makes it an interesting goal that can have useful results.

Telephone and Telegraph
by Cheri Cook, 1975

New Readers Press

Written for easy reading, this 80 page booklet is designed to acquaint students with such procedures as using a telephone directory, making phone calls, using telephone courtesy, using a business phone, getting your own phone, and sending telegrams. Each unit is accompanied by pictures, maps, diagrams, and reproductions of actual forms. Each unit also has an exercise section and a list of discussion questions. A teacher's answer key is provided with the text.

Understanding Taxes: Farm Edition
Publication #22

Internal Revenue Service

The conversational, story-like style of this booklet is designed to help clarify some of the different problems that are encountered in the filling out of income tax forms. This material is specially aimed at young taxpayers who are working at farming and can be used with sighted special needs students at the secondary and postsecondary levels. The booklet contains colored illustrations, charts, and sample forms.

Understanding Yourself
by Stephen S. Udvari, 1973

Steck-Vaughn Company

Part of a Family Development Series, this worktext is designed to facilitate self-awareness and provide information for coping with everyday problems and for effectively using available resources to satisfy wants and needs. The text contains many photographs and illustrations, and is set in large print. Sentence structure is clear and simple, yet the vocabulary might prove a little difficult for the problem reader. Key words are defined in a glossary at the back of the text. Section titles include: Having a Positive View, Heredity and

Environment, Learning and Mental Health, Health and Recreation, and Values to Live By. Exercises are included to encourage the student to think about what he has read and to apply it to his own personal situation.

Using Money Series, Book I: Counting My Money
by John D. Wool, 1973

Frank E. Richards Publishing Company, Inc.

Designed for easy reading, this 62 page worktext serves as an introduction to the different coin denominations: their appearance, their names and values, and the proper way to count change. Each different kind of coin is introduced separately with a magnified picture of its appearance, as well as an actual size reproduction of both sides of the coin. All possible written forms of the denomination are presented in large, bold print (i.e., 1¢, $.01, one cent, penny). The process of counting is demonstrated with clear, authentically-sized coin drawings. Practice exercises are intended to reinforce student recognition of coins as well as the mechanics of the counting process. Counting mixtures of denominations is also covered.

Using Money Series, Book II: Making My Money Count
by John D. Wool, 1973

Frank E. Richards Publishing Company, Inc.

Book II of this series is designed for easy reading and is meant to be used after the completion of Book I. Coin counting is reviewed briefly at the start of the worktext and then the concepts behind making change are introduced through clearly illustrated exercises. Pictures include reproductions of actual commercial products. These are used to realistically present the process of buying and receiving change. The second part of this workbook is an introduction to the different denominations of paper money and the process of making change from bills.

VD: It Could Happen to You
by Maxine Phillips

New Readers Press

This 16 page pamphlet emphasizes the symptoms, treatment, and prevention of syphilis and gonorrhea, the major venereal diseases. Written on a third grade reading level, this pamphlet also deals with other venereal diseases, and with the non-venereal conditions that often frighten those who are uninformed.

When You Get Sick, Filmstrips
1969

Educational Projections Corporation

Appropriate for hearing impaired junior and senior high school level students, these two filmstrips provide information about job absences that occur due to illness. Discussed are the procedures and services available during times of illness. Filmstrip One focuses on examples of short and long term illnesses and the problems inherent in each. Information is included on handling medical bills, prescriptions, and home recuperation. Filmstrip Two includes exercises in the kinds of math and language that are required for dealing efficiently with the situations discussed in the first filmstrip. Everyday computational math skills are covered as well as language skills necessary for understanding medical policies. The two filmstrips are meant to be shown together.

Work for Independence

John Day Company

This package is designed to develop independence for the mentally retarded by encouraging them to think about the world of work. Three sets of photo-stimuli aids make this material useful with the primary child, the adolescent and the young adult. Included are three sets (12 each) of black/white photographs and a 128 page teacher's manual.

RELATED SKILLS

This section is divided into two parts: resources relating to the development of basic language arts skills, and resources relating to the development of basic math skills. The material is specifically designed for use with the handicapped. In many cases, basic skills instruction is coordinated with specific occupational information in order to promote interest and realistically reflect actual job requirements.

LANGUAGE ARTS

Auto Mechanics
1976

Mafex Associates, Inc.

Besides teaching reading skills, this six-book program also teaches basic auto mechanics. Any student with third or fourth grade reading abilities should be able to read and understand the contents. The program contains the following: essentials of auto mechanics, words to know, study guide and unit tests. Also provided are a guidebook to help the teacher teach word recognition skills through auto mechanics, and a teacher's guide containing directions, purposes, and activities.

Building English Skills
1971

Tennessee State Board for Vocational Education

This workbook presents English language skills as they are related to different vocational areas. The material can be used with any sighted secondary and post-secondary special needs students. The sixth grade reading level might make it useful as a text for the educable mentally retarded or those needing remedial English training. Content deals basically with the parts of speech and sentence orientation.

Communicative Skills--II: An English Course for Career Oriented Students
by Ruth Steele, 1972

Arkansas Department of Education and Little Rock Public Schools

The main intent of this textbook is to relate academic subject matter to vocational training areas. This language skill book can be used with sighted secondary special needs students who are reading on at least a sixth grade level. The book contains such unit titles as: Clear Thinking, Using Words Effectively, Writing Clear Sentences, Reading on the Job, Writing on the Job, and Discussion Techniques.

Dictionary
by Hollis W. Wyks, 1964

Rutgers University

For use with deaf or other special needs students at the secondary or post-secondary level, this student-oriented material acquaints the reader with the use of the dictionary as a tool. Many illustrations are provided and activities are designed to give the student the opportunity to use the dictionary. Topics of discussion also include: the alphabet, pronunciation, and spelling. The material can be used with the educable mentally retarded with some teacher modification.

English for Everyday Living
1976 (SD6550)

Opportunities for Learning

This complete curriculum in "everyday" English and communication skills is designed for older students who are slow learners or experiencing learning difficulties. Topics include: punctuation and capital letters, filling out forms, paragraph writing skills, using the library, spelling sounds and combinations, reading the newspaper, and a current vocabulary listing.

Everyday Reading and Writing
by Elizabeth Kirk and others

New Readers Press

This guide is designed to help students deal with reading that is essential to everyday life. Each of the 14 units of the text is concerned with a major subject area. Subject areas include such topics as safety signs, reading maps, letter writing, important papers, the library, reference books, the dictionary, and many others. The reading level is fifth grade. The content is aimed at students who have learned basic reading skills and are ready to read about specific subject areas. Review exercises and homework assignments are included.

Following Printed Directions
1972

Special Service Supply

The contents of this 39 page worktext are a series of exercises designed to teach students to follow written instructions. According to the introduction, the main skill involved in successful exercise completion is not academic competence, but the ability to consider and concentrate on the exercise directions. A note addressed to students stresses the need for concentration and the idea that the puzzle-like exercises can be fun. The text comes with workspace and an unbound answer sheet. Makes use of symbols, word codes and basic math skills.

From A to Z
by Dee Hancock

Steck-Vaughn Company

The purpose of this book is to teach the alphabet to adults. Each letter is introduced in manuscript, then in cursive form. Illustrations, basic words to identify sounds, and simple exercises accompany each letter.

Functional Reading Resource Manual for Teachers
1975

Maryland State Department of Education

This resource manual contains a sampling of activities, games, and ideas to help teachers better understand the competencies in the area of functional reading. Activities, accompanied by necessary materials (such as charts, schedules, etc.) are provided in the following areas: following directions, locating references, and attaining personal development. Activities are identified by grade or reading level. However, the teacher is encouraged to adapt them to the needs of her own students.

Jobs from A to Z
by Yvette Dogin, 1969

Frank E. Richards Publishing Company

This illustrated worktext was designed to arouse interest in and to acquaint the student with a wide variety of occupations while developing basic reading comprehension skills.

Letters and Announcements
by Cheri Cook, 1975

New Readers Press

The study units in this 72 page text are designed to develop language arts and problem-solving skills, as well as competence in each particular subject area. Lessons deal with such topics as writing personal letters, special notes, invitations, business letters, job application letters, and public announcements. Each lesson includes how-to tips and samples that can serve as guidelines. The reading level is third grade.

The Letters You Write
by R. H. Turner

Follett Publishing Company

Suitable for students with a fifth grade reading level, this workbook deals with such topics as: the parts of a letter, job relocation, life in the Marine Corps, making friends, letters for job application, and adjusting to change. A teacher's guide is also available.

More Signs, Signs, Signs of Our Times
by Sol Gordon, 1971

New Readers Press

This three-booklet series is designed to interest poor readers or non-reading adults and children in words and experiences prior to formal reading instruction. These booklets consist of pictures and photographs, with each photograph containing a sign. Teachers are presented with ideas for using the pictures which will stimulate discussion. The purpose of this book is to provide stimuli for language experiences as a prelude and supplement to the acquisition of reading and writing skills.

Most Used Words for Spelling, Books I-IV

Fern Tripp

A set of spelling practice books that can be used with special classes, these texts are not designed on grade levels, but are arranged in ability groupings. They can be used for any age group. Words have been selected on the basis of "most used" words from all grade levels. Each text contains 30 lessons, with book I containing 10 words per lesson, II

containing 15 and III and IV containing 20. Useful for special classes, beginning foreign students, beginning adult readers, and for remedial instruction.

The Newspaper

Rutgers University

The sections of the newspaper, the people who produce the newspaper, and the role and uses of the newspaper are all described in this text. A very basic vocabulary is employed throughout.

The Newspaper You Read
by R. H. Turner (# 0584)

Follett Publishing Company

This student workbook is suitable for reading levels four through six, and covers such topics as how to find information in a newspaper, suburban life, jobs in the printing and newspaper industries, reckless driving, and analyzing news stories. A teacher's guide covering a six-book series is also available.

A Notetaking Procedure for Deaf Students in Regular Classes

National Technical Institute for the Deaf

This descriptive publication, along with a special notebook, forms the basis of a program to teach deaf students notetaking skills.

The Reading for Living Series
by Elizabeth Kirk and others

New Readers Press

Each of the nine independent study units in this series is centered around a coping skill which requires reading and writing. Series titles include: How to Read Signs, How to Read Maps, Instructions on Safety, How to Read Personal Business Papers, How to Read Newspapers, and many others. The reading level is fifth and sixth grade.

Reading Signs and Signals, Filmstrips
1975

Eye Gate

To non-readers the inability to understand basic signs and symbols presents a serious danger. The purpose of this set of six filmstrips is to explain the meanings of different types of signs and signals, and to show the student how to react to each of them. Teenagers are used as demonstrators, so that special students of high school age can relate to the filmstrips.

The Right to Read, Film
(# 4219)

Modern Talking Picture Service

A documentary on illiteracy, this 28 minute film explores the problem in terms of what is being done and what can be done to improve the reading ability of people from all walks of life. This film is available to the ninth grade and higher.

Speech--Upper Grade Level, Film

Indiana University Audio-Visual Center

This film presents a speech program for the hearing impaired in upper grade levels. The following topics are covered: definitions, adjectives, adverbs and idiomatic expressions.

Spelling Dictation Skilltext, Parts A and B

Special Service Supply

One hundred lessons derived from work-study, community living and home management courses are presented in this worktext, which is divided into two separate booklets. Each lesson contains 10 spelling words and their syllabic divisions, a sentence dictation section which emphasizes each word as it is used in the context of a sentence, a section in which the student develops his own sentences and a practice quiz. Teachers are encouraged to introduce and discuss each new word and to adapt the booklet to the needs of their own particular group.

Survival Learning Materials
by Robert Wilson and Marcia Barnes, 1974

Strine Publishing Company

Survival learning materials are those materials which members of an adult society are expected to read--such as

labels, directions, signs, etc. This booklet is designed to provide teachers with some starter ideas which they can then use in developing their own packet of survival learning materials. Maps, advertisements, credit card applications, travel brochures, sales slips, service contracts and washing instructions are just a few of the many materials for which instructional strategies are suggested.

Vocational English, I
by New Jersey Curriculum Lab

Globe Book Company

This book was written for students who are mainly interested in learning a trade. The material can be used by students with reading difficulties, since the language and instructions are all kept at a simple level. The following eight topics are covered: The Sentence, Common Mistakes, Expressing Yourself, The Paragraph, Friendly Letters and Technical and General Terms.

Vocational Reading Modules
1976

Mafex Associates, Inc.

This set of 20 vocational reading modules represents a high interest, controlled vocabulary approach to career and consumer awareness skills. Each module contains 30 books, a read-along cassette, 30 4-page skill development booklets, a glossary, learning activities and a teacher's manual. Included among the topics dealt with in these modules are: how to handle money, earning money, self-concept and work, nutrition, buying a car and many others. These modules can be used for remedial reading, special education, career education, and adult basic education.

Vocational Reading Series

Follett Publishing Company

The purpose of this series is to improve reading, language and comprehension skills through books based on "real-life" experiences. This series contains the following seven books: The Delco Sisters, Beauticians; John Leveron, Auto Mechanic; Marie Perrone, Practical Nurse; The Millers and Willie B., Butcher, Baker, Chef; Helen Greene, Department Store Worker; Anita Powers, Office Worker and a teacher's guide. These books can be used as a basic program or with other basic curriculum materials, remedial reading classes,

English classes, vocational guidance classes, vocational English classes, or any ninth through twelfth grade level class where students are working below grade level.

Vocational Related English
by Margaret Spann, 1972

Oklahoma State Department of Vocational and Technical Education

Developed especially for disadvantaged and handicapped students, this manual contains the following units of instruction: General Vocational Material, Capitalization, Punctuation, Parts of Speech, The Sentence, and Usage. Each unit includes objectives, activities, information sheets, assignments sheets and tests.

MATHEMATICS

Arithmetic--Handy Pack

Fern Tripp

This special teaching aid comes in pad form. The pack contains eight pieces: a calendar pattern and seven pads of twenty to eighty sheets each of student practice forms. The material covered in the pack includes the calendar, U. S. money, multiplication tables, useful formulas, check writing and important measures.

Arithmetic Skill Text for Daily Living, Parts A-C

Special Service Supply

Designed for high interest, low academic ability students, this material is divided into three separate worktexts which deal with practical arithmetic problems. Part A contains problems which pertain to the food store, clothing store, department store and hardware store. Typical problems consist of deriving total costs from "purchases" of various listed items. Parts B and C contain actual reproduced newspaper ads from which the student must derive information and solve problems. Teacher answer forms are included with each worktext.

Basic Mathematics
by Walter Brown

Goodheart-Willcox Company, Inc.

Intended for high school and trade school students, this combination text and workbook presents math fundamentals on a low reading level which is especially appropriate for low ability students. The text explains basics and the workbook provides typical problems.

The Be Informed Series
Unit 13: Be Informed on Using Measurements

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role-playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text contains the following titles: Time, Weight, Liquid and Dry Measures, Distance, and Temperature.

Blast-Off! and Touchdown!: Vocational Related Math for Vocational Improvement Programs

Tennessee State Board for Vocational Education

This math material is divided into two workbooks, Blast-Off! and Touchdown! The titles make use of space terminology in order to arouse student interest. The books are arranged in order of progressing difficulty, beginning with Blast-Off! and are designed so that the student can progress at his own rate. Each section contains information sheets, suggested supplementary materials, skill practice sheets (pre-tests), assignment sheets and evaluation sheets (post-tests). Answer key booklets are available for each book.

Everyday Living and Related Math, Filmstrips/Cassettes

Opportunities for Learning

This series of 24 filmstrips comes with cassettes and worksheets. The main focus of the series is upon the everyday financial decisions that students and young adults face. Each filmstrip/cassette deals with an aspect of personal finance. Practical alternatives are discussed for many topics

and related math is incorporated wherever applicable. The 24 filmstrips are divided into the following topic headings: Introduction and Job Attitudes; Banking, Financing and Budgeting; Daily Needs and Transportation; Housing; Insurance; and Taxes, Life and Retirement.

Jesse Learns to Measure: Job Employability Skills for Special Education
1976

FLRS/Springs Associate Center

Developed for the purpose of establishing a competency based program in employment skills for secondary special education classes, this unit in the JESSE series is designed to teach the fundamentals of measuring.

Mathematics for the Worker
by Larry M. Parsky

Mafex Associates, Inc.

Prepared for educable mentally handicapped students at the high school level, this workbook is intended for flexible use by the instructor, since it can be adapted to student pace. Concrete experiences which are meant to relate to everyday life--family, social and employment situations--are used to teach mathematical concepts. Units of study include: Working in a Gas Station, Working in a Carry-Out Restaurant, Managing Your Money, and a Review. A teacher's guide can also be obtained. This includes instructions for use of the workbook, suggested supplementary activities, activities for correlating each unit with language arts activities, and an answer key for problems using both 4% and 5% sales tax.

Merchandising Mathematics

Delmar Publishers

All of the arithmetical fundamentals and skills required of today's retail store employees are covered in this text. A simple, functional, non-academic learning approach is employed.

Target Vocational Math
by Larry Parsky

Opportunities for Learning

Basic math concepts needed for adult living and in job situations are the subject of this series of work/textbooks. Designed to appeal to adolescent students and those who are going to enter the job market but have not yet acquired the necessary basic math concepts, these texts deal with basic arithmetic, use of money, savings and checking accounts, and charge accounts. Book titles include: Mathematics for Employment, Part I; Mathematics for Employment, Part II; Mathematics for the Worker; Mathematics for Adult Living; Mathematics for Family Living; Mathematics for Citizenship; Mathematics for Every Day Life; and Mathematics for Banking. A teacher's edition is available for each workbook.

Understanding Math--Volumes 1 and 2
by H. W. Wyks and Robert Austin, 1971 and 1972

Rutgers University

These remedial math workbooks are designed for use by deaf or other special needs students at the secondary and post-secondary levels in beginning or remedial math programs. Volume 1 covers addition, subtraction, multiplication and division. Topics covered in Volume 2 include fractions, mixed numbers, formulas, decimals and percents, and time. A number of appropriate illustrations are included. The material is especially designed to be of interest to older students.

Useful Arithmetic, Volumes 1 and 2
by Raymond Bohn and John Wool, 1972

Frank E. Richards Publishing Company, Inc.

These two volumes cover arithmetic in its practical applications. Volume 1 covers arithmetic as related to grocery bills, restaurant bills, buying, pricing, mailing letters, transportation costs and laundry, drycleaning and electric bills. Volume 2 includes figuring distance and percentages, budgeting, work week and pay, paying loans and bank accounts.

Using Dollars and Sense
by Charles Kahn and J. Bradley Hanna, 1973

Fearon Publishers, Inc.

This well illustrated text-workbook, written at a third grade reading level, is designed for the slow learner. The text is a follow-up to Money Makes Sense, which introduces the student to coins and the one-dollar bill. Using Dollars and Sense reviews this material, then introduces five dollar, ten dollar, and twenty dollar bills. Following review exercises

in addition are exercises in subtraction, multiplication and division. These are introduced through practical, everyday problems involving money. A teacher's manual accompanies the text.

Vocational Related Math
1972

Oklahoma State Department of Vocational and Technical Education

Devised for disadvantaged and handicapped students, this curriculum guide contains seven instructional units. The following topics are covered: measurements, whole numbers, fractions, decimals, percent, consumer education, and geometry. Also included are objectives, suggested activities, and tests.

Working With Math

Rutgers University

A laboratory approach to teaching arithmetic to vocational-school pupils who are non-readers, this course combines verbal and hands-on teaching. It assumes a kit of measuring tools for each student and a supply of assorted devices (fully detailed) for the class. Lessons deal with real-life problems based upon the ruler and other measuring devices: standard measuring cups and spoons, weighing scale, compass, gages, etc. The fundamental concepts are taught with an abacus. Students work on timecards and checks, and use a cash register. There is constant reinforcement by the use of different devices to teach the same principles and give practice in their use. A few gages from industry are included. The most difficult concepts have been bypassed, but rounding-off and approximate measurements are stressed. Presented are 38 lessons on whole numbers, 28 on fractions, and 28 on decimals. The teacher's manual includes masters for 50 projectuals.

CAREER AWARENESS

Students need the opportunity to examine different career fields and to learn how to make decisions regarding career choice. To be sure, participation in work experience programs gives students this opportunity. However, the resources included in this section can provide students with the opportunity to explore fields other than that in which they are immediately employed.

A variety of career exploration activities and materials are included in this section for different student groups. These materials are suited for both group and individual instruction.

Career Activities for the Blind
1971

Santa Cruz County Office of Education

A book of ideas for teachers of the visually handicapped, this 15 page pamphlet provides many activities which resemble games and are meant to arouse student interest in various careers. Designed for students at the junior high level, this career exploration material contains career identification games, tapes, samples of want ads, and discussions of public relations agencies and career information services.

Career Development--Special Education, Volume II: Secondary Edition 7-12
by Stanley Picago, 1973, ED 082391

ERIC Document Reproduction Service

This curriculum guide presents teaching units and activities designed to integrate career education concepts into the curriculum for educable mentally handicapped children in grades 7 through 12. Sixteen concepts of career development, such as the interrelationships between occupations and lifestyle, and between education and work, are focused upon. Career concepts and life situations are coordinated in chart form with behavioral objectives, learning activities, resources, learning outcomes and suggested evaluation procedures. In addition, supplementary information for students such as self-rating forms and a list of ways to develop an attractive personality are provided.

Career Education Transparencies for Teaching Hearing Impaired Children
by Raymond Wyman and others, 1971

Media Services and Captional Films

This multimedia package consists of 200 career education transparencies and a workbook designed for use with deaf students. The series deals with topics which deaf people should know about in order to adjust to the hearing world of work. Lesson plans and a vocabulary list are included. The package can also be used by rehabilitation agencies or by parents' organizations to aid in developing an awareness of the skills needed by hearing impaired job holders.

Career Guidance: A Handbook of Methods
by Robert F. Campbell and others, 1973

Charles E. Merrill Publishing Company

Six hundred current career guidance methods pertaining to practical application for schools and employment centers are organized and synthesized in this handbook. Methods are categorized by eduction level, ranging from elementary to post-high school; according to use with different special student groups; by method type, such as computer-assisted counseling, vocationally relevant curriculum and work experience programs. Information for evaluation and implementation of various approaches is also included.

Career Identity Cards #368

DLM

This instructional career education set consists of 30 color cards. Fifteen of the cards show career involved people and the remaining fifteen depict career related objects. The purpose of the card set is to allow students to match the objects to the correct worker. An example would be the pairing of a painter with a brush and paint bucket. Skills which the student may acquire from this material are motoric and visual imagery, communication concepts and kinesthetic imagery. When used as a group activity, these cards can also help stimulate a discussion of the fifteen careers.

Choosing A Job . . . Information About Deaf People and Their Jobs
by Cherry Lemons and Pam Moss

Southern Regional Media Center for the Deaf

An introduction to some of the different kinds of job areas that deaf people are entering, this student-oriented text contains write-ups of 70 different occupations. Each write-up contains a job definition and information and some personal facts about an individual involved in the field. Photographs of people on the job are included for each write-up. Because the job descriptions are brief, counselors and teachers are encouraged to provide supplementary career information. This manual is designed for high readability and contains a controlled syntax and definitions for all occupational terms. A list of career programs for deaf students is included at the back of the text.

Comprehensive Career Education Curriculum Guide for the Trainable

Rutgers University

Designed to provide the trainable child with enough experiences to permit him to function successfully in a sheltered workshop, this guide contains a continuum of programs beginning with the young trainable child through the older teenager. Areas covered are: the education of trainables, language arts, number concepts, perceptual training, and employment orientation.

Deciding on and Locating Your Kind of Job
Agriculture Work Experience #1, AGDEX 900/01, 1971

Ohio Agricultural Education Curriculum Materials Service

Part of a series of short student manuals presented in a language suitable for students with special needs, this pamphlet discusses job possibilities, ways of finding additional information about jobs, and the methods for conducting self-inventories. This material can serve as a student reference and workbook. Samples of many of the job-oriented forms that students will encounter are also included.

Education for Occupations, Filmstrips
1975

Eye Gate

This series of eight filmstrips deals directly with the problem of helping the slow learner reach his maximum level of vocational competency. The filmstrips enable the student to learn about jobs that he may perceive to be within his limit of skill and understanding. The titles of the films are Working in a Service Station, Working in a Supermarket, Working in the Printing Industry, Working in Food Services,

Working with Business Machines, Working in Building Maintenance, Working in Manufacturing, and Working in a Hospital.

Exploring Careers
(ED 1-310)

Opportunities for Learning

Exploring Careers is a career education package which attempts to guide the student toward obtaining the information necessary for making a successful career choice. Sixteen student activities cover such topics as: finding information relating to specific careers; discovering one's own likes, dislikes and abilities; and comparing one's own particular lifestyle with different career possibilities. The package comes with a 52 page Spirit Master book of student instructions and worksheets for each activity, and a teacher's manual containing teaching objectives, methods, materials, discussion guides, and related subjects for each activity.

Facilitating Vocational Choices for the Handicapped
1975

Florida Technological University

This collection of classroom activities was developed to make students aware of career choices. The explanations for the construction of games, assembly line activities, woodworking, media presentation, "take home" ideas and learning packages were designed by special educators and vocational teachers for use with exceptional students in the public schools.

Getting a Job

University of Kentucky

Basic information for acquiring employment is covered in this short text for disadvantaged and handicapped students in grades nine and ten. Topics covered include: where to find jobs, where to get placement services, letters of application and resumes, the interview, use of the telephone, grooming, speech habits, and manners.

Getting Your Job
Agricultural Work Experience #2, AGDEX 900/05, 1971

Ohio Agricultural Education Curriculum Materials Service

A combination student reference and workbook, this material is part of a series of short student manuals

developed in a language suitable for students with special needs. Topics include: making application for a social security card, preparing a resume or personal data sheet, completing job application forms, and getting ready for the job interview. Samples of many of the forms that students will encounter while job hunting are also included.

A Guide to College/Career Programs for Deaf Students

Gallaudet College Book Store

A guide to most of the colleges in the U.S. and Canada that have programs for deaf students, this booklet outlines the specific services offered in 43 different institutions. The text is organized by state with each program broken into approximately 13 categories such as annual costs, percentage of deaf students enrolled, total student enrollment, degrees awarded to date to deaf students, preparatory activities, special services, and major areas of study of deaf students. An appendix includes additional material about the programs and a list of major areas of study for deaf students in the spring of 1975. This booklet can serve as a reference source for teachers, counselors, parents, and for students who are interested in continuing their education.

Guide to Jobs for the Mentally Retarded
by R. Peterson and E. Jones, 1974

American Institutes for Research

This guide is designed for use by all agencies dealing with adolescents and young adults with limited intellectual abilities. Its purpose is to help improve and expand programs concerned with integrating employable mental retardates into the job market. The first part of the guide examines data on job placement of retardates, and deals with the possibilities of expanding placements in new job areas. Part II presents a job description system containing both job requirement information and training information. The training information gives suggestions on the steps, sequences and activity content of training, with the intent of demonstrating how training can be oriented to actual types of work activities found in appropriate jobs.

Hoffman Career Information Library, Cassettes/Filmstrips

Hoffman Educational Systems

This easy-to-use source of career information is designed for use by guidance counselors and teachers. The

library consists of 300 individual career modules, each of which attempts to answer the "most asked" career questions. Contents cover: actual job activities, working environment, education and training requirements, job prospects, and salary information. Each module is a complete unit consisting of a two minute narrative and 12 color transparencies. A Career Counselor's Reference Guide is also available. Designed to be used along with the Career Library, this text contains implementation procedures, student interest inventories, worksheets, a career cluster index, and sources of additional career information.

How to Choose Your Work
by Elna Stone

Bruce

This booklet is designed to help students make the proper selection of a general vocational area. Assessment by students of their aptitudes, skills, and educational and personal expectations is covered in Parts One and Two. Part Three covers the kinds of work available, with a focus on helping the student narrow his choice among 25,000 types of jobs. Special attention is given to jobs for women, for handicapped persons, and for special age groups.

Introduction to Vocations for Educable Mentally Retarded

Rutgers University

Designed to aid the teacher, this material is part of curriculum development for special groups. The text is divided into the following sections: General Plans, The Student as a Member of Society, Economic Aspects of Living, Exploratory Units on Occupation Employment Information, Bibliography, Information Form, Occupational Interest Form, and Jobs for the Retarded.

The Job Ahead

Science Research Associates, Inc.

Prepared for non-academic students, this material provides reading instruction and information about the working world. Presented in story-form, the text stresses the attitudes and skills which are necessary for success both on the job and in society. The material has been printed in three reading levels, each of which basically contains the same information. Level I is written on a second grade reading level, Level II on grades three and four, and Level III on reading levels four and five.

Job Opportunities Series: Transportation, Communication and Public Utilities, Film
1970

Encyclopedia Britannica Education Corporation

The focus of the seven loops in this set is upon transportation, communication and the public utilities as job areas. The material does not aim at teaching a particular skill but is designed as an overview of the work involved in each area. Covered are such jobs as: stewardess, airplane mechanic and telephone craftsman, installer and repairman. Also dealt with are electric power transmission, distribution, and customer service occupations. Each loop is accompanied by a small guide containing a job description, employment and working conditions, and training and other qualifications. The material is appropriate for hearing impaired students on a high school level.

Jobs for Which a High School Education is Preferred But Not Essential

U. S. Department of Labor

Brief descriptions of a number of occupations, some of which may be suitable for EMR students, are presented in this booklet. Along with the job descriptions, the text deals with the training, qualifications, and employment opportunities and trends for each job.

Me and Jobs
(ED1-320, Teacher's Manual ED1-320-99)

Opportunities for Learning

Career decision-making is the topic of this student workbook, which serves as an introduction to self and career exploration. The program is designed around self-awareness and job selection in terms of what the student has discovered about his own abilities and needs. The text has four sections: Me, an exploration of personal opinions, assets, and interests; Jobs, a discussion of the many kinds of jobs that are offered and ways to explore them; Me and Jobs, fitting one's own abilities and interests into different job slots; and Applications and Interviews, advice on finding and applying for a job. This workbook can be used either individually or with a group. A teacher's manual is also available.

Occupational Education Fact Finding Series, Parts I-II

Special Service Supply

Developed to aquaint the student with the different kinds of information gathering that are necessary to everyday life, this material is divided into three worktexts which feature reproduced forms and practical exercises. Part I focuses on the use of newspaper ads, including want ads, building supply ads and room furnishing ads. Map mileage is also introduced. Part II deals with the use of the telephone directory, yellow pages, train schedules, movie time tables and used car sales. The third section contains lessons on real estate ads, truck and trailer sale ads, musical instrument ads, and ads for tools, motors, and machines. A television time table lesson is also included. Each worktext comes with a teacher's answer sheet.

Occupational Exploration Program--A Teacher's Guide

Rutgers University

Designed for deaf students, this guide consists of four major units (Woods, Metals, Graphic Arts, and Plastics) derived from the U.S. Office of Education occupational clusters. The units are comprised of instructional modules, enabling the instructor to develop individualized programs for each student.

Occupational Notebook Program
by Iva Dean Cook, 1972 (Notebook RS-585, Teacher's Guide RS-593)

Opportunities for Learning

Designed for older students, the content of this complete program is geared toward the slower learner. The program emphasis is on the basics of the working world and includes information on locating jobs, completing forms, dealing with financial matters, using public transportation, communicating effectively and other topics which can help the student prepare for the situations often encountered in job search and acquisition. The student completes a personal notebook of job information which can eventually serve as a permanent reference. A teacher's guide is also available.

Occupational Orientation: An Introduction to the World of Work
by Jasper S. Lee, 1971

Mississippi State University

An excellent material for an occupational exploratory program, this worktext deals with such topics as locating and applying for a job, working on the job and understanding the present world of work. Occupational areas covered

include: service occupations, business, organizational, technology, outdoor, science, art, and entertainment occupations. Extensive listings of suggested student activities are also included. The material can be used with any sighted secondary special needs student who can read at the eighth grade level. It can also be used with the mentally retarded with some modifications. This text is 203 pages in length.

Occupational Word Hunt, Parts I and II

DLM

Part I of the Occupational Word Hunt consists of ten spirit masters which provide career awareness information and serve as an exercise for the less perceptually-adept student. Lessons vary in difficulty depending upon the complexity of the word arrangements (whether words intersect, number of letters in each word and direction in which words are printed). This material is versatile enough to be used in a variety of academic subjects. It is designed for students at a junior or senior high school level. Part II follows the same format as Part I, yet contains a more sophisticated vocabulary.

Occupations 1
by Caroline Blakely, 1975

New Readers Press

This easy-to-read book provides stories and job descriptions on jobs from the following occupations: service occupations, paraprofessionals, clerical occupations, hotel and restaurant occupations, driving occupations, and skilled manual occupations. A total of 53 jobs are presented. For each job, a short story is provided, as well as a job description which includes duties, qualifications, working conditions and benefits, chances for advancement and sources for more information.

Occupations 2
by Dennis Schroeder, 1974

New Readers Press

Fifty-three stories and job descriptions are provided in an easy-to-read format. Jobs from the following areas are covered: semiskilled occupations, skilled occupations, technical occupations, clerical and sales occupations, paraprofessional occupations, self-employed occupations and supplementary occupations. Each of the job stories is concerned with a current member of a particular occupation. Each job

description includes information on duties, qualifications, working conditions and benefits, chances for advancement, job outlook, and sources for further information.

Our Working World
by Lawrence Senesh, 1973

Science Research Associates

A basic social studies program for grades one through six is presented in Our Working World. The material is appropriate for use with the educable mentally handicapped, emotionally disturbed and learning disabled. Concepts in anthropology, geography, history, law, political science, social psychology, sociology and career education are developed. Skills such as problem-solving, decision-making, time concept and spatial orientation are also emphasized. Each level in the program consists of a textbook, a teacher's resource guide and a student problem book. Story records, cassettes, filmstrips, and a kit are included with different levels. The series consists of the following parts: Families, Neighborhoods, Cities, Regions of the U.S., The American Way of Life, and Regions of the World.

People Working Today Series
1975

Janus Book Publishers

This series of three booklets is written on the second grade level. Bob The Super Clerk tells about a high school graduate employed as a supermarket clerk. Janet the Hospital Helper is a story about a nurse's aide in a work-study program. Larry the Logger tells the story of a high school graduate who begins working as a logger in a forestry camp.

Popeye Career Awareness Program

King Features

Popeye the Sailor and other cartoon characters are shown doing all kinds of jobs from fifteen career clusters. Lessons are presented in comic book form.

Selecting a Vocation, 8 Sound Filmstrips
1974

Coronet Instructional Media

This set of 8 filmstrips contains the following titles:

Evaluating Yourself, Evaluating Jobs, Semiskilled and Skilled Occupations, Clerical Occupations, Service Occupations, Sales Occupations, Business Occupations, Professional and Technical Occupations. Discussed in the filmstrips are the opportunities in each field, descriptions of the work performed and personal characteristics and training.

Semi-Skilled Careers Kit
1975

Careers, Inc.

Over 150 briefs, summaries and job guides dealing with semi-skilled and unskilled jobs are included in this kit, which can be utilized by students, counselors, vocational rehabilitation agencies, job training programs and special education programs. Material comes in a file box and is arranged alphabetically. Such information as the following is presented for each job category: definition, history and importance, duties, working conditions, personal qualifications, training requirements, outlook, earnings, related careers and unions and associations.

The Turner Career Guidance Series
by Richard Turner, 1974

Follett Publishing Company

This series consists of six student workbooks and one teacher's guide designed to present an integrated program in career planning. Each workbook presents information on careers and job experiences followed by related questions and learning activities. Workbook titles are as follows: Wanting a Job, Training for a Job, Starting a Job, Looking for a Job, Holding a Job and Changing a Job. This series is designed for students in grades 11 and 12, but is written at the fifth and sixth grade reading levels.

Vocational Rehabilitation of the Mentally Retarded
by Lloyd K. Daniels, 1974

Charles C. Thomas, Publisher

This book of readings consists of the works of 104 contributors. It includes a wide variety of topics essential to broadening knowledge regarding the retarded, such as behavior modification techniques in selected situations, work-study programs, various approaches used in vocational training, vocational adjustment training procedures, prediction of employment success, sheltered employment, community adjustment,

competitive employment, and the role of personnel working with the retarded. All issues pertain to daily experiences rather than theoretical discussions.

Work for Everyone
by Helen Prevo, 1971

Frank E. Richards

Short stories in which young people tell about their jobs are presented in this vocational worktext. Among the jobs discussed are: babysitter, dishwasher, bus boy, dairy farmer, motel maid, stock clerk, and companion to the elderly. Exercises and tests are also provided.

Work Survival Skills: A Career Education Program for Students With Special Needs

Career Futures, Inc.

Work Survival Skills presents career information via sound filmstrips, work exercises, games, and perceptual-motor activity components. The program is designed for students with special needs who are attending self-contained classes, mainstreamed in regular classrooms, serviced by resource rooms or those who are in institutions which emphasize rehabilitation. Career information is infused with the language arts, math, perceptual-motor and life/employment skills necessary to help students with special needs make employment/career decisions. In addition, fifty careers selected from nine occupational clusters are covered.

The World of Work
by Kay Koschnick

New Readers Press

This booklet contains detailed information on where jobs are and how they can be found. Early topics include: using the want ads, state employment services, private employment agencies, and the art of job interviewing. Later chapters discuss good and bad work habits, the paycheck, time sheets, union membership and job training programs. A section is included on jobs for special categories of workers such as teenagers, mature adults and the handicapped. The material is written on a fourth grade reading level.

The World of Work Orientation and Guidance
by A. K. Jensen and others, 1972

South Carolina State Department of Education

A self-contained instructional package, this guidebook contains transparency masters and learning activities. The activities consist of performance objectives, tools and equipment, materials, procedures, points to be emphasized in discussion, and student worksheets. The material can be used with special needs students at the secondary level in work exploration programs, and the worksheets are suited for use with students who are less able readers. Included are employment graphs, application forms, and diagrams. The guidebook is 216 pages in length.

Written Language Cards--Careers

DLM

Each of these eight 11-7/8" x 18-3/8" cards depicts a color picture of a career setting. Careers included are: veterinarian, therapist, construction worker, bank teller, airline stewardess, hotel desk clerk, news reporter, and anchorman. Space is provided on each card for the student to write a dialogue to accompany the job scene. Each card is laminated so that students can correct errors and reuse cards. This card set can be used with students with special needs for career awareness; for group exercises in role-playing, oral language, sequential learning, vocabulary building, and effective relationship understanding. Included are two black pencils and 2 wiping cloths.

JOB ENTRY AND ADJUSTMENT

The resources included in this section are designed to help the student successfully enter and hold a job. Such topics as the interview, work attitudes, job safety, getting along with co-workers, and the pay check relate to important non-technical skills necessary for succeeding on the job.

These materials are designed specifically for teachers of the handicapped and for the handicapped themselves. Student materials are typically characterized by low reading levels. Again, the teacher is encouraged to use the resources included in this section in conjunction with those found in the Job Entry and Adjustment section of the guide, Cooperative Work Experience.

Accent/Job Models Series: Paycheck

Follett Publishing Company

Written at the fifth grade level, these stories center around the common work experiences of young adults and adult students. Concepts about gross and take-home pay, tax deductions, union dues and other charges are clarified, while the financial advantages and drawbacks of various jobs are discussed. Exercises which require practical application of the information given in the text are included.

Accent/Jobs and Job Models
Prepared by Clarion House

Follett Publishing Company

Written at the fifth grade level and designed for high school students, this series of booklets focuses upon the work experiences of young adult and adult students. The booklets are entitled: Paycheck, Retail Salesclerk--Yardgoods and Service Station Attendant. Each booklet comes with an instructor's manual. All books include exercises which require application of the information presented in the text.

Accent/World of Work
by Beatrice Dare and Edward J. Wolfe

Follett Publishing Company

Social skills and the world of work are the focus of four booklets written on a third grade level for young adults.

Such topics as interviews, pays, promotions, employment applications and related subjects are presented in realistic situations. This is high interest, low readability material that is presented in small units. The books are entitled: Getting That Job, You and Your Occupation, Keeping That Job, and You and Your Pay.

Basic Skills on the Job
by E. R. Young

Warren's Educational Supplies

One book in a series of six, this text consists of 24 lessons printed on spirit masters. Designed for use with special education students, the material covers the basic skills needed for acquiring a job and making a successful adjustment to the job situation. Topics include: want ads, writing neatly, the job application, the resume, figuring time, measuring, pricing, alphabetical order, filing, and bar graphs.

The Be Informed Series
Unit 7: Be Informed on Finding a Job
1975

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be of high interest. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text covers such topics as choosing a job, the state employment service, looking for work, and applying for a job.

The Be Informed Series
Unit 5: Be Informed on Social Security

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text covers such topics as: family financial security, disability income protection, health insurance protection, and retirement income.

The Be Informed Series
Unit 9: Be Informed on Taxes

New Readers Press

Written on a fourth grade reading level, the subject matter of this series is designed to meet adult and teenage needs. The text is about 40 pages long and is meant to be interesting as well as easy to read. A teacher's guide provides teaching hints; vocabulary listings; suggestions for reading, listening and role playing experiences; and lists of teaching aids and publishers' addresses. Review exercises are also provided. The text contains such titles as: What Are Taxes?, How Taxes Are Collected, Where Your Tax Dollars Go, and Filing Short Form 1040A.

Cross Vocational Skills and Information Kit, 15 Cassette Tapes, 24 Student Record Books

Opportunities for Learning

Although this material is geared toward secondary level students, it does not require high-level reading skills. The object of these taped lessons, along with student record books and overhead transparencies, is to teach students the kinds of skills which are common to many job situations. Students become involved in the program through written responses, role-playing, and group discussion. Cassette lessons include such titles as: Sales and Customer Service Skills, Telephone Answering Skills, Understanding Instructions, Safety, and Union and Employee Associations.

Curriculum Guide: Educable Mentally Retarded
1968, ED 033 494

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This guide focuses on the social and economic growth of the educable retarded secondary student. Information is provided on the teaching of skills and useful teaching aids for grades 10 through 12 in social studies, math, science, and English. Units for grade 12 include a prevocational orientation which prepares students for employment interviews, job skills, and work attitudes. Appended is a vocational glossary, sample job related forms, wage comparisons for various occupations, and checking account statements.

Curriculum Guide in Occupational Preparation for the Disadvantaged and Handicapped
1971, ED 069 084

ERIC Document Reproduction Service

This curriculum guide is designed to prepare disadvantaged and handicapped (mainly educable mentally retarded) students to hold productive jobs. The focus is on developing in students the values and attitudes that are basic to their success as workers. The guide is divided into five sections: pre-primary, intermediate, junior high and senior high. Student characteristics, learning activities, behavioral goals and behavioral objectives are given for each level. Different instructional strategies are provided for the different levels. The emphasis at the senior high level is on the social adjustment to young adulthood and supervised community work experiences.

A Curriculum Guide for Teachers of Educable Mentally Handicapped
by Nina Ransom and others, 1972, ED 079 881

ERIC Document Reproduction Service

Designed for teachers, this curriculum guide presents pre-primary, primary, intermediate, junior high school and occupational training programs. Activities and objectives are provided for each level. For the three-year occupational training program (which includes academic and prevocational work, school employment, and full-time employment) are guides for academic instruction, occupational readiness and specific skill development (such as auto mechanics or building trades). Program planning techniques and procedures for obtaining vocational rehabilitation services are also included.

Curriculum Guide for Teachers of Trainable Mentally Retarded Children
1972, ED 067 805

ERIC Document Reproduction Service

This curriculum guide for teachers of trainable mentally retarded children identifies many skills appropriate to three developmental levels (up to CA 18 and MA 8 years) in several areas, including socialization, self help and practical occupational skills. A number of topics are discussed, including use of audio-visual materials, field trips, individualized instruction and methods of evaluation. A model progress report is included which presents an extensive checklist of skills in several areas, including self help, academics, and occupational skills.

EMR Curriculum Guide: Senior High School Level
1974

Florida Department of Education, Bureau of Education for Exceptional Students

The purpose of this curriculum guide is to provide teachers with a sequential, functional curriculum for EMR students at a senior high school level. It contains four major goal areas: Basic Skills, Social Competencies, Vocational Competencies, and Physical Skills. Each goal is further broken down into several terminal objectives, which in turn are broken down into interim objectives and specific behavioral objectives. Activities and materials are suggested for the accomplishment of the objectives.

Finding a Job

Rutgers University

The chapter headings of this book are: Where To Look For a Job, The Interview, Things to Find Out About the Job, The Application Form, and the Resume. The student who has communication problems should have no trouble reading this book. It is illustrated and has a vocabulary section. An answer book is also available.

Finding Your Job Workbook
1974

Finney Publishing Company

Written at the fourth grade level, this workbook covers the entire field of employment seeking. A teacher's manual is available.

Getting a Job, 12 Cassette Tapes, 24 Student Record Books

Opportunities for Learning

The important skills needed for locating and applying for jobs and being interviewed are the topics of these taped lessons. The kit is designed to get the student involved by having him respond to the lessons, practice preparing application forms, and participate in role playing situations and group discussions. There are nine Lesson Cassettes and three Discussion Cassettes with such titles as Contacting Job Interviews, Words You Must Learn, Making a Good Impression, and Handling Difficult Questions.

Getting Along on Your Job
1973, Agricultural Work Experience #10 AGDEX 900/60

Ohio Agricultural Education Curriculum Materials Service

Ten typical situations that can arise on the job are discussed in this 14 page student manual. One of a series developed in language suitable for students with special needs, this booklet is designed to help students become aware of and learn to deal with personal faults which can cause problems in a job situation. Each of the ten example situations is followed by a series of discussion questions.

Getting Started on Your Job
1971, Agricultural Work Experience #7 AGDEX 900/03

Ohio Agricultural Education Curriculum Materials Service

Part of a series developed in language suitable for students with special needs, this student manual discusses the steps which should be followed once an individual has gotten the new job. The 30 pages of content deal with such topics as: filling out the required forms for both the employer and the government, getting instructions for job safety, learning about job duties, acquiring the proper clothing and equipment, joining a union, and getting along with co-workers. The paycheck is discussed, and a diagrammed paycheck and stub are included to clarify a section on deductions.

Good Work Habits
by Geneva Folsom, 1971

Mafex Associates

Designed as a pre-vocational skill training program, this text-workbook covers such areas as: being on time, not wasting time, finishing the job, knowing what to do next, getting along with others, good grooming, and following directions.

Guide to Job Placement of Mentally Retarded Workers

The President's Committee on Employment of the Handicapped

Designed for employers, personnel directors, vocational rehabilitation people, placement specialists and other individuals involved in placing retarded persons into job positions, this booklet attempts to present the facts about mentally retarded workers and their abilities. Discussion sections

include such headings as: A Positive Approach, A Variety of Jobs, Finding the Right Worker, Employer Meets Worker, The I.Q., and Follow-Up Assistance. The information presented is straightforward and realistic, presenting basic facts, answering common questions and giving suggestions on how to handle specific situations.

Help Yourself to a Job Workbooks, Parts I, II, III

Finney Publishing Company

Part I of this series deals with the steps that lead to getting a job, such as learning to fill out an application form. The second workbook discusses skilled, semiskilled, and unskilled jobs, pointing out the differences between each. Lessons on base pay, withholding tax, fringe benefits, and social security are also included. Part III focuses on employer-employee relationships, lists sources of employment, and provides helpful hints for keeping a job.

How to Get a Job
by W. A. Fraenkel

National Association for Retarded Citizens

This 30 page booklet deals with the basic steps which should be followed in job hunting, and in holding the job once it is acquired. The text is written in a style which can be understood by an employable retarded person.

How to Get a Job: A Handy Guide for Jobseekers
by William A. Fraenkel

The President's Committee on Employment of the Handicapped

Useful tips on job-hunting make up the content of this booklet, designed for the educable mentally retarded individual who is preparing to enter the working world. The material is presented in simplified language and in large print. There are large illustrations on almost every page. The four basic topic divisions are: Choosing the Right Kind of Work, Looking for the Job, Going on an Interview, and Starting to Work. A listing of 100 jobs and a checklist of job tips are included in the back of the text. A teacher's manual is also available, containing a suggested word list and suggested teaching techniques which correspond to each section of the student booklet. The need for teacher guidance and supplementation is stressed. The manual also emphasizes instructional flexibility in regard to individual student needs.

How to Get a Job and Keep It
by Dorothy Y. Goble, revised, 1975

Steck-Vaughn Company

A worktext for the job-hunter, this guide contains six units. Planning to Get a Job, the first unit, provides information on such topics as getting a social security card, collecting personal information, using the telephone, and gathering job information. A self-inventory checklist is included. Unit Two is entitled Writing an Application Letter; Unit Three discusses the job application form; and the fourth unit, Making the Job Interview, concerns itself with preparing for the interview and answering the interviewer's questions. Unit Five deals with vocational tests and Unit Six provides information needed once the job is acquired, such as tips about wages and promotions. Each section contains form and application reproductions and exercises which involve the student in actual job preparation activities. The last unit is a list of relevant vocabulary words. The entire text is written in a simple, straightforward style.

How to Hold Your Job
by Stanley Fudell and John Peck, 1967

Steck-Vaughn Company

Designed for use by teachers, How to Hold Your Job is accompanied by a student worktext. This material is designed to teach work values and personal attitudes to mentally and functionally retarded adolescents reading on a second grade level. The workbook covers a full school year and includes detailed lesson plans for every day. Topics covered include getting along with fellow workers, being on time, following directions, reliability, raises, attitude, willingness to work and the job interview.

I Want a Job

United Transparencies, Inc.

This set of 15 transparencies is designed for use with special education students. Topics covered include: birth certificate, social security card, where to look for a job, filling out application blanks, proper dress and speech for an interview, work permits, health certificates and keeping the job. Also included are a student workbook and suggestions for the teacher.

Job Application Skill Text For Work World Candidates

Special Service Supply

A sampling of different kinds of job application forms has been gathered together and reproduced in this 36 page workbook. The student is expected to fill in all forms and a classroom "mock" interview is suggested as a follow-up to each form completion. The text is designed to acquaint the student with the variations in forms and to give the student practice in filling in the proper information. Examples of forms are those used in a food industry, a hospital, a hotel, a department store, and a steel corporation.

Job Attitudes: Trouble at Work, 4 Color Filmstrips, Two Cassettes

Guidance Associates

This material can be used to acquaint the student with some of the problems that develop in working situations. Typical on-the-job conflicts are presented through on-location photography and brisk dialogue, techniques which help to convey the tensions that can arise between workers. A teacher's guide is also available.

Job Interviews, 5 Filmstrips with Cassettes

Educational Innovations, Inc.

Designed for special education students at the secondary level, this package of five filmstrips with cassettes contains the following titles: Personal Appearance, What is a Job, How to Look for a Job, Personnel Director and the Job Interview.

Let's Work
1973

Florida Department of Education, Bureau of Education for Exceptional Students

Let's Work is a series of video lessons designed to increase pre-vocational and maintenance skills. The target audiences are those male and female students whose abilities fall within the range of moderate to severe mental retardation. Primary emphasis is placed upon the expected social maturity of the students; an attempt has been made to encourage the feeling of young adulthood although the subject matter is relatively simple in nature and presentation. Materials necessary for classroom lessons are not difficult to obtain and may be used by the instructor who is largely unskilled in

woodworking or industrial teaching. This series includes six lessons, each approximately ten minutes long. A printed lesson plan accompanies the series.

Mac Works in a Clothing Factory
by Benjamin Piltch, 1971

Frank E. Richards Publishing Company, Inc.

This is the story of a character named "Mack" and his job in a clothing factory after he graduates from high school. The text tells about his job interview, the first day, the union, problems on the job, and getting a raise. At the end of each chapter are exercises which are designed to test reading comprehension.

My Job Application File
by Charles Kahn, Robert Tong, and Wing Jew, 1975

Allen T. Kahn Publishers

All aspects of the job application are covered in this workbook, which is written on the third grade level. Exercises are included covering neat printing, key words and abbreviations, and each section of the application from personal history to references. The differing requirements of applications are demonstrated by the inclusion of nine different application forms. The student is provided with practice in filling out the applications.

Occupational Essentials: Skills and Attitudes
by David J. Richter, 1974

h. c. Johnson Press, Inc.

Designed to help students develop the skills and attitudes which are necessary for finding and keeping a job, this 198 page workbook has been written in simple and straightforward enough language that it can be adapted to different age groups and levels of ability. Chapters include: Who Am I - What Are My Real Interests and Talents?; Where Should I Look for Job Openings?; How Can I Most Effectively Secure a Job?; What Must I Do to Succeed on the Job?; Self-Evaluation; and Leaving One's Job. Includes reproductions of forms which the student might encounter during a job hunt, activities, and a reference section.

Occupational Home Economics

Tennessee State Board for Vocational Technical Education

Although this guide was designed for instructors who teach mentally handicapped students, its content can also be used in any occupational home economics program and in other programs containing objectives designed toward aiding the student to enter the working world. This text is divided into three sections. Unit One presents guidelines for setting up gainful employment programs. Unit Two deals with actual student preparation and outlines plans for instruction, with suggestions on how to approach certain work-oriented goals. Included are such titles as Why People Work, Career Information and Legal Aspects, Positive Characteristics for Gainful Employment, and many others. Many actual employment-related forms are reproduced for use by the instructor, along with vocabulary listings for students. Unit Three includes lesson plans, job sheets, job descriptions and operation sheets. A reference bibliography is located at the end of the text.

On the Job, 20 Cassette Tapes, 24 Student Record Books

Opportunities for Learning

The interpersonal skills which enable a worker to get along with other people, increase his self-confidence, and cope with everyday job-oriented problems are the topic of these taped lessons. According to the tapes, these are the skills which foster good relations with co-workers, supervisors and employers; aid in job advancement; and prevent impulse quitting. Students become involved in the lessons through written responses, real-life dramatizations, and group discussions. Sample titles are: The First Few Days, Too Much Talk, Don't Blow Your Cool, The Magic Words That Get You Fired, Excuses, Stick Up for Your Rights, and others.

Orientation to the World of Work, Part Two
1971

Texas Education Agency

Written on a sixth grade reading level, this home economics workbook can be used independently by special needs students at the secondary level. The text is illustrated with many line drawings and visuals that can be used as transparency masters. Content includes: home economics orientation, labor, money, job applications, job success, economy, civic responsibilities, personal management, consumer education, personal adjustment, and a fill-in section.

Orientation to the World of Work Series, 1971

University of Kentucky

Designed for special vocational education teachers and other vocational education teachers who have handicapped and disadvantaged students in their classes, this series contains nine units with the following titles: Occupational Safety, Learning About Jobs, Getting a Job, How to Keep a Job, Personal Development, The Role of Work in Society, Taxes Affecting the Worker, Handling Your Paycheck, and Introduction to Orientation to the World of Work. Each unit contains a rationale, subject matter outline, unit objectives, suggested interest approach, lesson plans, resource lists, student materials, and transparency masters. A teacher's handbook accompanies the series.

The Personal Information Book
by Louis Marucci, 1975

The Interstate Printers and Publishers, Inc.

The Personal Information Book is designed to teach students how to fill out employment application forms. The directives are written in a brief, focused manner which can be used by all students, including those with a limited reading ability. The information presented is useful to students in any kind of employment or pre-employment training. The text can be used either independently or in group situations.

Out of Work
by Stephen Ludwig

New Readers Press

Out of Work deals with such topics as getting unemployment insurance benefits, welfare, help for veterans, debt counseling, job training programs, apprenticeships, vocational schools, CETA, and programs for veterans, ex-prisoners, and handicapped persons. Job-finding techniques are discussed, along with an explanation of how the Department of Labor derives unemployment figures. The reading level of the text is fourth grade.

Pertinent Points on Placement
by David Jeffrey, 1969

Clearing House at Oklahoma State University

Designed for the rehabilitation counselor, this manual has practical suggestions which might also be of relevance to

teachers involved with vocational students who have or do not have handicaps. Information is presented on preparing the client for a job, motivating the client, employer relations, job hints, and special projects for hard to place clients. Included under each topic are ideas and projects which, though designed for counselors, may be of value to teachers in their classrooms.

Pete Saves the Day
by R. Matyas, E. Sofish, R. Michelangelo and J. Travis, 1976

Mafex Associates, Inc.

Pete Saves the Day uses an interesting story approach to introduce various employment concepts. Two specially prepared stories, written at a fourth grade level, are designed to show high school students the basic elements in applying for employment. Topics covered include finding jobs, the interview, good work habits, getting along with co-workers, applications and courtesy on the job.

Preparing for Work
by William A. Fraenkel, 1973

President's Committee on Employment of the Handicapped

The intent of this guide is to aid in the preparation of the retarded adolescent for employment. It can be used by both educators and family members. The guide contains four behavioral checklists which encourage such personal behavioral accomplishments as the use of the telephone and transportation systems and academic achievements such as legible writing and money handling. Discussed are the roles of the guidance counselor and the work-study specialist in imparting different concepts relating to the work situation and in helping the student develop behaviors which will lead to job acquisition.

A Secondary Education Curriculum for Educable Mentally Retarded Students

Rutgers University

Designed for teaching basic occupational skills to educable mentally retarded students in the high school setting, this text explains the necessity of remedial work in the basic subject areas and the need to have these students develop reading, math, and oral skills to improve their adult life. The curriculum outlines methods of teaching entry-level skills and attitudes to these students and describes possible employment opportunities.

Springboard

Special Service Supply

Designed for pre-occupational students, this 42 page worktext presents pieces of useful job-hunting information in simplified language and large print. Each page contains a short narrative designed to convey a particular concept or piece of information. Each readable narrative is set up with dialogues or as a first-person observation, constructed to resemble practical advice passed on from a first-hand source. Every narrative is followed by a series of questions which aim the student toward questioning the narrative content, its meaning, and its relation to his own experiences. Sample titles are: Working Together, Job Don'ts, Appearance Counts, Safe Than Sorry, Union, and Taxing Out. Written at approximately a fourth grade reading level.

Unemployment Uglies
by R. D. Howard

Frank E. Richards Publishing Company

What not to do on the job is the emphasis of this instructional program. A teacher's instruction book, 20 cartoons and 20 pupil pads are all included in the set.

Vocational Education/Special Education Cluster Guides: Employment Task Modules

Central Michigan University

Occupational preparation of individuals with special education needs is the main purpose of this series of ten teacher's guides. Guide number one, Employment Task Modules, is designed to teach tasks which are generally needed in any occupation, such as communication skills, form completing processes and telephone usage. The guide is divided into six sections: Employment Task Module Listing, Employment Task Modules, Instructional Materials Bibliography, Instructional Materials Code, Employment-Related Competencies, and Task-Related Competencies. This guide can be used in conjunction with the rest of the series, as a supplement to the specific occupational cluster guides, or singly as a guide for teaching general occupational skills.

Vocational Education/Special Education Cluster Guides: Program Guide

Central Michigan University

Occupational preparation of individuals with special education needs is the main purpose of this series of teacher's guides. The set consists of a program guide and ten occupational cluster guides. The program guide discusses the planning and development process for cooperative teaching programs. Sections include: Teaching Children with Special Needs, Localizing Cluster Guides, Monitoring Student Progress and many others.

Vocational Transparencies

Mafex Learning Center

This set of 35 transparencies provides a teaching unit designed to help prepare students for the variety of forms they will have to contend with when they enter the world of work. Included among the forms are job applications, employment application letters and a social security number application.

Working in the Sighted World, Volumes I and II, Audiodisc, 33 1/3 r.p.m., 45 minutes each
1972-1973

American Foundation for the Blind, Inc.

A series of short interviews with blind individuals who work in the sighted world, this record illustrates the fact that such people can and do succeed in a variety of occupations. Jobs include: funeral director, history professor, computer programmer, social worker, warehouseman, postal department supervisor, real estate broker, sanitary supply distributor, and many others. All interviews are conducted in an informal, unrehearsed fashion and can be used as a basis for discussion.

Working With Others
by Stephen S. Udvari, 1973

Steck-Vaughn Company

Part of a Family Development Series, this workbook is designed to facilitate self-awareness and provide practical information for coping with everyday problems. The text attempts to direct students toward utilizing available resources to satisfy wants and needs. Many photographs and

form reproductions are used to clarify the content, which is arranged in large, easy to read print. Sentence structure is clear and simple, yet the vocabulary may prove a little difficult for problem readers. Key words are defined in a glossary at the back of the text. Section titles include: Finding a Job Opening,Interviewing for a Job, Getting Along on the Job, and It's Payday. Exercises are included to encourage the student to think about what he has read and to apply it to his own personal situation.

World of Work: Framework E-Z Read Workscript
by Paul N. Peters, 1971

Wyoming State Department of Education

This text is a teaching guide designed to help teachers introduce retarded students to the different kinds of knowledge and some of the attitudes required for successful entrance into the world of work. Each unit is constructed on the basis of objectives, activities and a vocabulary listing. Ninety-six jobs are listed with many pictures showing job activity. Topics of consideration are: ways to find work, things to do before getting work, general skills done in job situations, pay aspects, work hours and conditions, and losing a job. Also discussed are good personal relation skills and work habits, and the ways that school helps with work.

World of Work Kit
by Anderson and others

McGraw-Hill

A variety of job situations and realistic job demands are illustrated in fifty 4-page fiction stories. All are written on a fifth grade reading level.

The World of Work
by Kay Koschnik and Stephen Ludwig, 1975

New Readers Press

This easy-to-read book covers a number of different aspects of the working world. Sources for locating jobs, applying and interviewing for the job, and answering problem questions are all discussed. Also covered are the first day at work, fringe benefits, the paycheck, unions and worker's rights. Chapters on jobs for teenagers, jobs for mature workers, jobs for the handicapped and job training programs are included.

Your Attitude is Changing

Science Research Associates, Inc.

This guidance book attempts to aid the slow learner in improving his attitudes about himself and his abilities and to help prepare him for a career. Although the text is written at a sixth grade reading level, the content deals with the adult working world. The text focuses upon introducing the untrained individual to the employment requirements of all organizations involved in service and selling. A teacher's guide is also available.

Your Attitude is Showing
by Elwood Chapman, 1972

Science Research Associates

Written on a sixth grade level, this book deals with ways to handle a variety of job situations. Tips on how to succeed at a new job are also provided.

JOB TRAINING

The resources included in this section relate to skill training in a number of selected occupational areas. These materials have been developed for use with handicapped students or their teachers. Unfortunately, only a limited number of resources specifically for use with the handicapped have been developed to date. This shortcoming may be partially compensated by supplementing the resources included in this guide with appropriate materials located in the general resource guide, Cooperative Work Experience.

The instructional materials are alphabetized by title, within occupational areas. Every attempt has been made to include the most current instructional resources available. The materials included in this section can be used to supplement on-the-job training either by outside self-study or in-class related work. In this way it is possible to link the student's on-the-job experiences with formal study.

AGRICULTURAL OCCUPATIONS

Agriculture
by W. N. Barnett, 1971

South Carolina State Department of Education

A number of orientation learning activities designed to present the student with an overview of certain aspects of agriculture have been compiled in this teacher-oriented material. This material can be used with special needs students at the secondary level in prevocational agriculture programs as well as with regular vocational education students. Contents include such topics as manpower needs, types of occupations and wages, needed tools and equipment, and suggested activity procedures.

The Greenhouse

Mississippi State Department of Education

A workbook consisting of a series of informative "stories," The Greenhouse can be used with sighted special needs students at the secondary level who are in occupations/training or cooperative work experience programs. This 19 page workbook is written on a sixth grade reading level and offers instruction in greenhouse operation and management.

Horticulture (Landscaping and Nursery)

Mississippi State Department of Education

For use with disadvantaged and handicapped students at the secondary level in occupational training or cooperative work experience programs, this guidebook contains a course outline which lists specific performance objectives, relevant vocabulary, and materials for demonstrations and practice. Designed to teach the student about nursery operation and management, this material has detailed enough instructions to be used independently.

Job Corps Training Standard for Nursery Worker, Landscape Assistant, Grounds Keeper
1969

Job Corps

Designed to be used with any disadvantaged or handicapped person at the secondary or postsecondary level in a job training program, this booklet contains a set of progress evaluation charts. The content may also prove useful as a curriculum guide.

Jobs in Agribusiness
1974

Lothrop, Lee and Shepard Company

This hardback text, which is part of the Exploring Careers Series, covers the various jobs within the field of Agribusiness. Information is provided on the work done in the various jobs, the skills and aptitudes needed for each occupation, the training and education required for each job, and the possibilities for advancement.

Teaching the Disadvantaged: A Curriculum Guide for Classes of Disadvantaged Students in Agricultural Education Programs by John R. Crunkilton, 1975

Virginia Polytechnic Institute and State University

This guide was developed to assist teachers in conducting educational programs for the disadvantaged (including slow learners). A number of enterprises, learning activities units and problem areas are presented in outline form, and are intended to give teachers ideas and directions in selecting instructional units for classes of disadvantaged students. The guide also has a section listing occupations in agriculture, which might provide successful employment for the disadvantaged student.

V.I.P. Communications Curriculum for Agriculture

Tennessee State Board for Vocational Technical Education

This is an exercise book which teaches basic concepts of the English language with an agricultural emphasis. This text can be used with any sighted handicapped or disadvantaged student at the secondary level. The book is printed in large type and may also be useful with educable mentally retarded students. Content includes grammar, punctuation, speech, communication, and agriculture orientation. An answer-key booklet is also available.

Vocational Education/Special Education Cluster Guide: Agriculture/Natural Resources

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for agriculture/natural resources occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Basic Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as landscaping and nursery, forestry and recreation, and agricultural mechanics). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

APPLIANCE REPAIR

Air Conditioning
by Bobby Morgan, 1971

South Carolina State Department of Education

This guidebook is intended for use by teachers working with special needs students at the secondary level in pre-vocational exploration of air conditioning careers. Information is provided on job opportunities, industry manpower needs, and available training. Twenty-seven learning activities covering the different tasks which need to be learned by air conditioning repairmen are included. Learning activities include performance objectives, needed tools, equipment, materials, and suggested procedures. Visuals which can be used as transparency masters are also provided.

Major Appliance Repair

Hoffman Occupational Learning Systems

This package of slides and filmstrips, designed for regular, disadvantaged and handicapped students in grades 11 through 12, is composed of individual instructional modules. Each module covers a specific skill area, and is designed to provide entry-level competencies. The modules are grouped into the following subject-area clusters: Electrical Fundamentals, Major Appliance Repair, Appliance Operation, Refrigeration, Business Procedures, Troubleshooting Gas and Electric, and Air Conditioning.

AUTOMOTIVE SERVICING

Auto Body: An Adaptive and Developmental Program For Special Needs Students

Rutgers University

This text is a teacher's manual of learning activities for special needs students. The program may be used as an intermediate step for entry into a regular vocational high school program, or a student may complete the program and graduate with employable skills as an auto-body helper. The program is designed to improve the work habits and learning skills of special needs students.

Auto Body Repair - 1

Rutgers University

Auto Body Repair - 1 deals with the various phases of the automotive trade which are closely allied to body repairing, as well as a complete coverage of the basic body repairing techniques. The book was prepared for use at the School for the Deaf and has a simplified vocabulary, with all new words introduced in a vocabulary section. It is quite suitable for any beginning auto body class.

The Auto Book
by William Crouse

McGraw-Hill

Automobile and automotive mechanics are presented in this text, which is written at a low reading level. Included with the text are a study guide, a workbook, 15 audio cassettes, and a test booklet.

Auto Mechanics
1976

Mafex Associates, Inc.

Besides teaching reading skills, this six-book program also teaches basic auto mechanics. Any student with third or fourth grade reading abilities should be able to read and understand the contents. The program contains the following: essentials of auto mechanics, words to know, study guide and unit tests. Also provided is a guidebook to help the teacher teach word recognition skills through auto mechanics, and a teacher's guide containing directions, purposes, and activities.

Automobile Maintenance: Reading and Language Activities

Rutgers University

Automobile maintenance is the subject matter of this material, which consists of a series of 10 reading and language activity lessons for special needs students in Automobile Maintenance programs. Reading and language activities include: getting the main idea, getting the meaning from the context, true-false questions, sentences to complete, vocabulary-spelling exercises, and word-find puzzles.

Automotive Body Repair

Hoffman Occupational Learning Systems

This package of slides and filmstrips (with audio) was designed to provide handicapped and disadvantaged 11th and 12th grade students with entry-level skills in automotive body repair. The following skill areas are covered: hand and power tools, filing and sanding, welding, cutting and metal shrinking, body fillers, auto glass and trim, auto-metal correction and repair.

Automotive Transmission Repair

Hoffman Occupational Learning Systems

This package of slides and filmstrips (with audio) is designed for regular, disadvantaged and handicapped students in grades 11 and 12. The purpose of the package is to provide skills and knowledge for entry-level competence in automotive transmission repair. Individual instructional modules cover all aspects of transmission repair.

Changing Circuit

MT Superintendent of Schools

This set of cassettes and slides may be used to teach special needs students about changing circuits on the automobile. Information is presented via a clearly narrated slide/tape demonstration, which is easily followed by special needs students. A study guide is included. This package can be used by students in self-instructional programs.

Cranking Circuit

MT Superintendent of Schools

Suitable for use with secondary level special needs students, this slide/tape presentation provides instruction on the electrical system of the automobile. The tape is clearly narrated and can be used by special needs students in self-instructional programs.

Essentials of Auto Mechanics

Hawkes Publishing, Inc.

The most important information for auto-mechanics is presented in this text, which has a format that is easy to read and understand. A supplementary booklet entitled Words to Know allows students with third and fourth grade reading ability to read this handbook. Also available is a Study Guide designed to help students understand and remember the information presented in the text. Students with reading problems are especially helped by using the study guide, since it provides them with an opportunity to review words and concepts.

Jerry Works in a Service Station
by Jewell M. Wade

Fearon Publishers

A second grade reading level is used in this material to tell the story of a high school graduate who goes to work as a service station attendant. Included are exercises on the vocational content and language arts skills.

Jesse Cleans a Car: Job Employability Skills
1976

FLRS/Springs Associate Center

Developed for the purpose of establishing a competency based program in employment skills for secondary special education classes, this unit in the JESSE series is designed to teach the fundamentals of cleaning an automobile.

Job Corps Training Standard for Automobile Parts Clerk
1969

Job Corps

This 16-page guidebook contains charts which can be used to evaluate a student's progress in mastering the skills needed to become an automobile parts clerk. The material can be used as a curriculum guide as well as an evaluation tool. Performance objectives for related basic education are also included. This guide can be used with any disadvantaged or handicapped person at the secondary or post-secondary level in a job training program.

John Leveron, Auto Mechanic
by Lillian Lerner and Margaret Moller, 1965

Follett Publishing Company

Although this material is written on a fifth grade reading level, the interest level is aimed at junior and senior high school students. The text presents the idea of attending a vocational school to become an auto mechanic. Information is presented in story-form, with each chapter followed by exercises designed to test comprehension and review new words. The material is appropriate for use with the educable mentally handicapped, emotionally disturbed, learning disabled and speech handicapped.

Power While You Run

MT Superintendent of Schools

This slide/tape presentation may be used to teach special needs students at the secondary and post-secondary levels about the electrical system of the automobile. The tape is clearly narrated, easily understood and can be used by students in self-instructional programs.

Understanding the Automobile
by John Beck, 1969

Follett Publishing Company

Designed for 10th-12th grade vocational students, this basic text on the automobile is written at a 7th-9th grade reading level. The text provides an overview of the nine basic systems of the automobile. Each unit of instruction is well illustrated, and followed by questions on the unit.

V.I.P. Communications Curriculum for Auto Mechanics

Tennessee State Board for Vocational Technical Education

This 350 page work-text may be used with handicapped and disadvantaged students working in secondary and post-secondary related education programs. It contains exercises in speech, communication, grammar and punctuation as they are related to the field of auto mechanics.

Vocational Education/Special Education Cluster Guide: Automotive and Power Service

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for automotive and power service occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as auto mechanics, small engine repair, appliance repair and air conditioning). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters and 3) those specific to the entry level skills within each subcluster. A program guide accompanying the series discusses the planning and development process for cooperative teaching programs.

BUILDING CONSTRUCTION

Building Construction
by James Wright and others, 1971

South Carolina State Department of Education, Office of Vocational Education

Presented is a series of 16 learning activities in the areas of building construction, occupations, carpentry, plumbing, housewiring, and bricklaying. Each learning activity consists of performance objectives, necessary tools and equipment, materials, and suggested procedures. This material can be used with special education as well as regular vocational education students. A reference section is also provided.

Building Trades Workers, Film
1972

Eye Gate

This set of ten filmstrips depicts the work performed by people employed in the construction field. The following careers are dealt with: the exterior painter, the roughing carpenter, the finishing carpenter, the concrete worker, the plasterer, the bricklayer, the sider, the plumber, and the roofer. Working conditions, duties, and possibilities for advancement are covered for each.

Construction Cluster
1974

Oklahoma State Department of Vocational and Technical Education

This curriculum guide was developed especially for disadvantaged and handicapped students. Units of instruction have been developed in the following areas: design, land development, and fabrication and installation (including forms, masonry, wood form construction, electrical wiring and plumbing).

General Construction
by W. Charles Henderson and Bob Patton, 1972

Oklahoma State Department of Vocational and Technical Education

This manual was developed to help prepare disadvantaged and handicapped students for employment in the construction trades cluster. Units of instruction cover the following areas: Safety-Tools, Measuring, Blueprint, Leadership, Carpentry, Concrete, Plumbing, Painting, and Electricity. Each instructional unit contains behavioral objectives, suggested activities, assignment sheets, job sheets, visual aids, tests and answers.

Jobs in Construction
1974

Lothrop, Lee and Shepard Company

This hardback text, which is part of the Exploring Careers Series, covers the various jobs within the construction industry. Information is provided on the work done in the various jobs, the skills and aptitudes needed for each occupation, the training and education required for each job, and the possibilities for advancement.

Vocational Education/Special Education Cluster Guide: Construction

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for construction occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as building maintenance/service and residential construction). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

BUILDING MAINTENANCE AND HOUSEKEEPING

Building and Grounds Maintenance

Mississippi State Department of Education

Designed for use with disadvantaged and handicapped students at the secondary level who are in occupational training or cooperative work experience programs, this 27-page guidebook consists of units which contain specific performance objectives, materials for student use, teaching methods, skills evaluations, and a bibliography of additional sources. Content includes good visuals and a sixth grade reading level which can be utilized independently by some students and with some assistance by others.

Building Maintenance: Reading and Language Activities

Rutgers University

This text consists of a series of ten reading and language activity lessons for special needs students in the Building Maintenance program. Subject-matter content concerns building maintenance. Reading and language activities include: getting the main idea, getting the meaning from the context, true-false questions, sentences to complete, vocabulary-spelling exercises, word-find puzzles, and crossword puzzles. An answer key is provided for the teacher.

Cleaning Restrooms Self-Training Course
(Order #5200 TYR)

Restaurant-Hotel Aids, Inc.

The complete restroom cleaning job is covered in this material, which contains 53 photographs, review sections and tear out checklists for use on the job. The easy to read, step-by-step format is designed to hold reader interest.

Custodial Training

Arkansas Children's Colony

A very good descriptive breakdown of the many tasks which a custodian must perform while on the job is provided in this teacher or work-evaluator-oriented course guide. Material contains sections on job orientation, training, wet mopping, and a janitorial assistant check sheet. Useful with trainable mentally retarded persons in an institutional or sheltered workshop setting.

Happy Housekeepers
by Helen Provo

Frank E. Richards Publishing Company, Inc.

Designed especially for the educable mentally retarded, this reading workbook relates the experiences of two girls working as domestics. Examples of chapter headings include: Getting A Job--What A Kitchen, Susan Blows A Fuse, Accidents Will Happen, Company Is Coming.

House Helps
by B. Avery

California Literacy, Inc.

This booklet tells the story of two girls who help their mother around the house. Later one of them gets a job doing housework. Only three or four new words are introduced with each lesson.

Housekeeping Directions--A Simplified Guide

The Soap and Detergent Association

This is a simplified guide on housekeeping.

BUSINESS MANAGEMENT

About Business

Rutgers University

Written for deaf students taking a business-training course, this book provides basic concepts about business and some business vocabulary. Topics include the nature of business transactions, how business serves consumers and the community, how business produces and distributes goods and services, kinds of workers, kinds of businesses, and some concept of the nature of money. The text is simply written and illustrated with line drawings. Vocabulary definitions are provided in each lesson, along with assignment questions.

Special Vocational Business Program
by William T. Moran

Edmonds School District 15

This special vocational business program is a modified curriculum for the slower than average student.

CASHIERING

Cashiering Program
by Mario R. Plastrelli and others

Parma City Schools

Developed especially for use with handicapped or other special needs students at the secondary or post-secondary level, this teacher-oriented material contains lesson plans and a course outline for cashiering instruction. Also

included are a resource list, activity descriptions and a list of tapes. The booklet is 50 pages long.

COMPUTER AND DATA PROCESSING

Computers, People and Data
by Merle W. Wood, 1972

South-Western Publishing Company

An introduction to the computer and its uses in handling business data is presented in this 76 page workbook, which is written at a low enough reading level to permit students with less-than-average ability to succeed with the material. The content is presented in large, bold print which is interspersed with many line drawings and cartoons. Each unit is arranged as theory introduction followed by small, simple activities which allow for theory application. An answer key is included at the back of the text so that students can chart their own progress. This text is designed to be used in a variety of business courses at a number of different levels, and can be taught by a teacher with limited data processing background. A pretest and posttest are included. A teacher's guide contains teaching aids and suggestions. This text can be used in conjunction with You Are a Data Processor.

Exploring Data Processing Careers
by Harry W. Baggett, 1974

South-Western Publishing Company

Some basic and important career and working world concepts are presented in this worktext, which is designed for maximum readability. Technical terms are defined by the use of a cartoon character and the content is interspersed with many photographs and drawings. The text is divided into five units which are designated as "career exploration paths." Part One discusses the importance of data processing careers and the settings in which they can be found. Section Two contains career stories which are told by those working in particular data processing occupations. The third section deals with the basic skills and abilities required for these careers. Parts Four and Five deal with mini-case studies, tryout experiences for selected jobs and a discussion of job futures within the career family. Illustrative career ladders are included. This career exploration guide comes with a teacher's guidebook.

Key Punch Training
by Raymond Pieslak, 1966

Rutgers University

This workbook is designed to train deaf and other special needs students at the secondary level in computer programming. A series of units cover such topics as the IBM card punch system, IBM cards, machine parts, the keyboard, removing and mounting a card, and machine operation. Each unit includes learning objectives, information and student assignments. Visuals for use as transparency masters are also provided.

You Are A Data Processor
by Merle W. Wood, 1972

South-Western Publishing Company

Basic data processing procedures are presented in this 63 page workbook, which is written at a low enough reading level to permit less able students to succeed with the material. The content is presented in large, bold print which is interspersed with many line drawings and cartoons. Each unit is arranged in small modules which include theory introduction followed by student activities which allow for theory application. An answer key is included at the back of the workbook so that students can chart their own progress. This text is designed to be used in a variety of business courses at a number of different levels, and can be taught by a teacher with limited data processing background. A pretest and posttest are included. A teacher's guide contains teaching aids and suggestions. Can be used in conjunction with Computers, People and Data.

COSMETOLOGY

A Success Story: Cosmetology, Filmstrip
1970

Educational Projections Corporation

The story of a character named "Mytha" is used to relate information about the career area of the cosmetologist. Part One describes how Mytha enrolled in a vocational school for a cosmetology program, graduated, took a state examination and then got a job. The second part of the filmstrip describes the specific requirements for entering the cosmetology course, and outlines the course work. Salary and

advancement opportunities are also discussed. This material can be used with the hearing impaired at a high school level.

DRAFTING

Drafting--A First Year Course for the Comprehensive Secondary School

Rutgers University

This text is an overview or exploratory course in drafting. It considers students of varying grade levels, drafting backgrounds, intelligence, and vocational plans. There is enough "on board" experience to provide proficiency. Units include: Introduction to Drafting, Machine Drawing, Architectural Drawing, Piping, and Electrical Drawing.

Exploring Drafting
by John Walker

Goodheart-Willcox Company, Inc.

The purpose of this first course in drafting fundamentals is to help the student explore methods and processes used by modern industry and to develop draftsman's skills. The large page size and large type is easily understood by students of poor reading ability. Extra colors are used to highlight important features and maintain student interest. A workbook which can be used with the text is also available.

ELECTRICITY AND ELECTRONICS

Basic Electricity
1975

Institute of Modern Languages

Basic Electricity presents the principles of electricity in simplified English. The material is appropriate for use with the educable mentally handicapped, emotionally disturbed, learning disabled and physically handicapped. The text is written on a junior high reading level. Fifteen lessons include vocational vocabulary and information, a narrative involving everyday situations, and questions which reinforce concepts and provide grammatical exercises. The text can be used as an individualized worktext or as a classroom textbook.

Basic Electronics I
by Paul Rubertson and George Amsbary

New Mexico State Department of Education, Vocational and Technical Division

This curriculum manual was designed to teach basic electronics to regular, disadvantaged and handicapped students in grades 12 through 14. The manual is divided into units which deal with basic skills and knowledge in electronics. All units have been field tested.

Understanding Electricity and Electrical Terms

AAVIM

This introductory text on electricity is written in simple language and is well illustrated. Designed for use with a wide range of students in all areas of vocational education, it acquaints the reader with the basics of electricity and relevant electrical terms.

FLORISTRY

Job Corps Training Standard for Florist Assistant
1969

Job Corps

This 16 page booklet contains a set of progress charts which are designed to be used with any disadvantaged or handicapped person at the secondary or postsecondary level in a job training program. The content may also be useful as a curriculum guide.

A three page learning packet, produced in 1970, is also available. It contains sequentially ordered tasks described in great detail. This material can be used in both training and evaluation. A two-page task sheet is also available.

FOOD SERVICE

Cinderella Training Posters
(Order #TK1100)

Restaurant-Hotel Aids, Inc.

This training aid for waitresses consists of a set of 8½ x 11 inch posters which can be used as visual aids, for study or training materials, as test aids, or as wall decorations. They have been designed in a colorful, contemporary cartoon style to attract student interest. Posters include tips and secrets on how to be a good, effective waitress.

Cinderella's Three Sisters, Filmstrip
(#2103 CS/S)

Restaurant-Hotel Aids, Inc.

Three typical waitresses are featured in this 14 minute cartoon filmstrip. They are used to discuss the topics of cleanliness, attitude, sales, service, economy, courtesy, and sidework. A record with written tests is also included.

Cooking--At Home or On the Job

Rutgers University

Cooking--At Home or On the Job presents basic instruction in nutrition and food preparation for students with learning problems caused by mental retardation, emotional or social problems, or physical or perceptual handicaps. The text is well illustrated with line drawings. Included are guides to buying foods, storage of foods, and cooking of foods. Numerous recipes are included, as well as assignments in cooking vocabulary, measurements, and meal preparation. Access to samples of cooking utensils and measuring instruments is important, even if the student does not have the opportunity to do the actual cooking.

A Course of Instruction for the Training of Dishmachine Operators
1972

Corpus Christi State School

The job of a dishwasher operator is thoroughly broken down into a sequential set of learning activities in this guide book. Suggested instructional techniques and standards for performance are included for each activity. Topics include dishwashing, ware-washing, sanitation, and safety. Material can be used with secondary or post-secondary special needs students who are participating in occupational training or COOP programs.

Dan, The Dependable Dishwasher, Film
(Order #5800)

Restaurant-Hotel Aids, Inc.

The role of the dishwasher in an efficient food service operation is presented in cartoon form. Topics covered are duties and skills, cooperation, technical information, and the importance of the dishwasher to the smooth operation of a restaurant.

Dishwashing

Rutgers University

Dishwashing is a student text that provides instruction in hand and machine dishwashing for the student with learning problems caused by mental retardation, emotional or social problems, or physical or perceptual handicaps. The primary objective is vocational instruction, although the hand dishwashing would be applicable to the home. Experiments and assignments are included; access to a commercial dishwashing machine is necessary. The text is illustrated with line drawings.

Fast Food Service, Filmstrip
(#2807 FS/S)

Restaurant-Hotel Aids, Inc.

Actual work situations are presented in this color filmstrip, which covers counter and table service, appearance, housekeeping, and honesty. Suggestions on what to say when greeting, thanking, and selling are also included. Training directions, a record, and tests accompany the filmstrip.

Food Service
by Barbara Furneisen and Charles Sochem, 1971

Rutgers University

How do you relate information to a student who cannot hear? The specific aim of this book is to teach deaf students skills in food services. The book is written in a very simple manner, and contains many illustrations and demonstrations in order to facilitate learning by the deaf student. The book is designed for use as a tool to aid the student as he gains practical experience, and should be supported by visual aids and demonstrations. Textual content is divided into 11 units which cover food preparation and related topics. Each lesson includes objectives, information, vocabulary, and assignments.

A picture-glossary of small equipment is included in the back, as well as a vocabulary section. Achievement tests are provided for each unit to evaluate the student's knowledge of the course content. The text is also suitable for very slow learning children.

Food Service
by Liswa Hasty, 1971

South Carolina State Department of Education

An overview of the different aspects of the food service industry is presented in this teacher-oriented guidebook. Included are discussions on wages, deductions, benefits, training opportunities, and aptitudes. Learning activities cover the methods for performing various duties, terminology and types of food service operations. The material is grouped into performance objectives, needed tools and equipment, materials, suggested procedures, and references. The text is appropriate for use with special and regular vocational education students.

Food Service Training

Restaurant-Hotel Aids, Inc.

Composed mainly of pictures and how-to techniques, this guide has a self-teaching format which is easily understood. Courtesy, selling, sidework, appearance, and all key topics are covered. An award certificate is provided with each book.

Jack and the Beanplate, Filmstrip
(Order #3000 BS/S)

Restaurant-Hotel Aids, Inc.

This cartoon filmstrip takes a humorous approach to the responsibilities and duties of a busboy. Topics include proper techniques, courtesy, customer contact, cleanliness, selling, and cooperation with fellow workers. Training directions, and a record with a written test are also included.

Mathematics for the Baker

Rutgers University

Written for beginners in the baking trade, this manual covers the fundamentals of arithmetic in a breezy, informal way, designed to appeal to students who ordinarily are resistant to mathematics. Covers numbers, fundamental operations, fractions, decimals, percentage, ratio and proportion, weights and measures, converting formulas, costing formulas,

handling cash, invoices, and preparing for employment: wages, social security, and income taxes. All problems are oriented to the baking trade. The text is illustrated with cartoon figures.

Planning, Preparing and Serving Food
by M. Winnamaki

SEIMC, Cooperative Educational Services Agency, #5

This text-workbook deals with the planning, preparing and serving of food. Its purpose is to provide the home economics teacher with materials suitable for educable mentally retarded students.

Sue Learns About the Use of Measurements in Cooking
by Carol Shenk, 1971

Frank E. Richards Publishing Company, Inc.

This self-paced book contains six lessons developed for teaching educable mentally retarded students about measurements in cooking. A pretest is included.

Training Yourself to be a Better Busboy
(Order #BB 2000)

Restaurant-Hotel Aids, Inc.

Cartoons and how-to techniques are used to cover duties and responsibilities, proper materials, courtesy, cleanliness, meeting the public, cooperation with other workers, and salesmanship aspects of busboy work. This text is designed as a self-teaching material which does not require supervision.

Vocational Education/Special Education Cluster Guide: Food Preparation and Service

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for food preparation and service occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as baking and pastry, food preparation, and food service). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the

cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

Wally, The Willing Waiter, Filmstrip
(Order #3500 WS/S)

Restaurant-Hotel Aids, Inc.

Designed to hold student interest and attention, this color cartoon filmstrip attempts to teach such topics as proper table service, appearance, courtesy, cleanliness, attitude, and salesmanship in an imaginative way. Teaching directions and a record with written tests are also included.

GRAPHICS

Copy Measurement and Use of Proportioning Scale: A Programmed Instructional Unit
by Howard Osborne, 1972

Iowa School for the Deaf

Designed for independent student use, this 32 page workbook is arranged in a programmed instruction format which utilizes many photographs and illustrations. Minimal reading skills are required and the text can be used with deaf and other sighted special needs students at the secondary level who are interested in lithography training. Content includes a pretest, proportional scale, terminology and a posttest.

Graphics Arts Job Evaluation Sheets
1971

Barre Vocational Technical Center

These evaluation sheets are arranged into a series of behavioral objectives which are related to the completion of basic graphics arts skills. A column is provided for writing in the date of accepted performance for each skill, giving the instructor a means for charting student progress. This material can be used with educable mentally retarded students at the secondary level.

Linecasting Keyboard Operation, II
by Harold A. Curry, 1970

Rutgers University

This student-oriented material consists of a series of units with learning objectives, information and student assignments dealing with skills involved in the printing trade. Assignments are composed in a very simple language, making this workbook useful for the instruction of deaf as well as other special needs students at a secondary level. Problem readers may require additional remediation and help. Topics include double slug or multi-slug composition, leaders, tabular composition, variable columns, constitution ad by-laws, poetry, menus, programs, Roman numerals, and brace work. Included are a section on trade names and a set of achievement tests.

Textile Techniques, Filmstrips
1966

Texas Visual Aids Studios

Designed to acquaint students with the various techniques of textile printing, this set of nine filmstrips is appropriate for use with hearing impaired students on a high school level. Techniques covered are: silk screening, block printing, batiking, printing, stitchery, and tie dying. A definition listing, a required materials list, and a step-by-step demonstration of the printing process are included for each technique.

Vocational Education/Special Education Cluster Guide: Graphics and Communication Media

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for graphics and communication media occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as bookbinding, screen printing, lithography and commercial photography). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series which discusses the planning and development process for cooperative teaching programs.

HEALTH OCCUPATIONS

Home Nursing
by Catherine M. Kirtz, 1972

Rutgers University

Designed as a series of units with learning objectives, information, and assignments, this student workbook presents basic home nursing instruction which can be used with deaf and other special needs students at a secondary level. The text is written in a simple language, but problem readers may still need additional assistance. Contents include: information on the body, disease, equipment, patient care, general treatments, first aid, specific treatment, violent emergencies, self-protection, diet, and illegal drugs. A vocabulary listing is also included.

Home Nursing

Rutgers University

A home economics manual for older deaf girls, this text can also be used for the training of nurses aids in hospitals. The essentials for caring for ill family members, from infants to the elderly, are covered, as well as some basic biology and many actual procedures. Chapters on specific first aid procedures, self-defense, and drug abuse are presented in great detail.

Jobs in Health Care
1974

Lothrop, Lee and Shepard Company

This hardback text, which is part of the Exploring Careers Series, covers the various jobs within the health care field. Information is provided on the work done in the various jobs, the skills and aptitudes needed for each occupation, the training and education required for each job, and the possibilities for advancement.

A Success Story: Optometric Assistant, Filmstrip
1970

Educational Projections Corporation

The story of a character named "Jan" is used to relate information about the career area of the optometric assistant.

In Part I, Jan is persuaded to attend classes that will prepare her for this position. She is depicted taking the 12-month course and eventually applying for a job. Part II deals with the specific requirements for being an optometric assistant and discusses the course work in the program. Salary and advancement opportunities are also covered. This material can be used with hearing impaired students on a high school level.

A Success Story: Surgical Technician, Filmstrip
1970

Educational Projections Corporation

This two part filmstrip relates information about the career area of the surgical technician by telling the story of a character named "Jim." Part I describes how Jim left high school to enter a vocational training school that offered a program for surgical technicians. Part II deals with the specific requirements of the program and provides a detailed description of the required course work. Salary and advancement opportunities are also covered. Jim is shown applying for a job at a hospital and having an interview at the end of the filmstrip. This material can be used with hearing impaired students at a high school level.

Vocational Education/Special Education Cluster Guide: Health Occupations

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for health occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as health care, child care, and hospital housekeeping). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

HOME ECONOMICS

Child Care

Rutgers University

Written for deaf teenagers, this manual covers all aspects of child care, including prenatal care, birth, care of the newborn, physical and mental development, toilet training, baby health and baby management.

Home Economics, Cassettes/Slides

MT Superintendent of Schools

Home Economics is a tape/slide series which can be used by students with special needs at the secondary and post-secondary levels. This material can be useful as a self-instructional program since all tapes are clearly narrated and can be followed easily by special needs students. Topics of discussion include: bread, meat, food buying, meal making, cakes, pastry, protein/cookery, nutrition, fruits, vegetables, milk, dining table setting, safety, vitamins, and health.

Home Economics Job Evaluation Sheets
1971

Barre Vocational-Technical Center

This material can be used with educable mentally retarded persons at the secondary level. The workbook provides a means for recording student progress in the completion of behavioral objectives which relate to home economics skills. Content includes: equipment, practice forms, clothes dryer, baby formula preparation, bathing a baby, sewing machine, measurements, ironing, folding/wrapping laundry, coffee making, as well as other topics. Skills are arranged in a series with a blank column provided for recording dates of successful performance.

INTERIOR DESIGN

Home Furnishings Aide
1970

Texas Education Agency

This complete training packet can be used with special needs students at the secondary level in the training of home furnishings aides. The workbook can be completed independently by students who are reading at a sixth grade level. An attempt has been made to design the text for high interest. Content includes a job analysis form, a proposed course outline, sample course units, a reference section and visuals which can be used as transparency masters. Sample topics of discussion are: home furnishing orientation, business aspects,

interior design studios, department stores, client's home and others. This text is 500 pages long.

Textiles
by W. C. Taylor, 1971

South Carolina State Department of Education

This 30 page guidebook contains a "world of work" unit, a resource listing related to the teaching of different textile vocational programs, and a materials and equipment list. The book can be used with secondary and postsecondary special needs students. Content includes: prevocational information, textile safety, transparency list, training requirements, personnel specifications, wage scales, terminology, and a content summary.

MANUFACTURING

Vocational Education/Special Education Cluster Guide: Manufacturing

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for manufacturing occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as combination welding, machine tool processes, and soft material processes). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

METAL FABRICATION AND MACHINING

General Mechanical Trades: A Curriculum Guide
by Charles Henderson, Bob Patten, and Margaret Spann, 1973

Oklahoma State Department of Vocational and Technical Education

This curriculum guide was developed especially for disadvantaged and handicapped students. The guide is divided into the following six units: Safety, Metals, Measuring, Gas Welding, Arc Welding and Small Engines. Each unit contains behavioral objectives, suggested activities, assignment sheets, job sheets, tests and answers.

General Power Mechanics
by R. Worthington, M. Margules, and W. H. Crouse

McGraw-Hill

This text is designed to give students a basic understanding of the skills needed for the repair and maintenance of the common prime power sources used in today's technology. The content is written on a seventh grade reading level, and all technical words are emphasized in heavy type and defined when introduced.

Job Corps Training Standard for Farm Truck and Heavy Equipment Repair
1969

Job Corps

This material contains a set of charts which are designed to evaluate a trainee's progress in mastering the competencies necessary for becoming a farm truck and heavy equipment repairman. Performance objectives for related basic education are also included. This evaluation material can be used with disadvantaged or handicapped persons at the secondary or postsecondary level who are involved in repair work.

Learning Objectives in Marine Maintenance Diesel Engine

Alaska Skill Center

Suitable for use with special needs students at the secondary and postsecondary levels in a diesel engine mechanic helper course, this material covers safety, welding, hydraulics, nomenclature, engines, and tasks. Performance objectives checklists are provided to record training of diesel engine mechanic helper students.

Learning Objectives in Mechanics Occupations

Alaska Skill Center

Performance objectives checklists are presented in this text to record the training of students in the mechanic cluster

occupations, including heavy equipment, mechanic helper, automotive mechanic helper, gasoline engine repairman, and mechanic fundamentals. This material is both student and teacher oriented, and can be used with special needs students at the secondary and postsecondary levels in mechanics cluster training programs.

Power Mechanics
by Harry Sanders, 1971

South Carolina State Department of Education, Office of Vocational Education

The purpose of this book is to acquaint students with the job opportunities, working conditions, salary, and work tasks of power and automotive mechanics. Twelve learning activities are outlined, with each activity accompanied by performance objectives, necessary tools and equipment, materials, suggested procedures, references and illustrations suitable for use as transparency masters. This material can be used with special needs students at the secondary level.

Shop Safety, Filmstrip and Cassettes
(IE-102)

Opportunities for Learning

Designed for secondary EMR students working in industrial education classes, this filmstrip is a basic safety program which can supplement class instruction. The filmstrip deals with safety hazards, shop safety regulations, hand tool safety, power equipment rules, and the basic concepts of cleanliness and shop safety. A teacher's manual is included with the set.

NEEDLE TRADES

Drapery Making - 1

Rutgers University

Drapery Making - 1 is a basic introductory text for students entering drapery making as a vocation. Since the book was written for use at the Marie Katzenbach School for the Deaf, communications problems are given prime consideration. The author includes a wide range of detail often left out of books and the vocabulary is kept as simple as possible. Each technical term is defined in the lesson in which it is introduced. There is an assignment at the end of each lesson, an achievement test in each unit, and a glossary at the end of the book.

Drapery Making - 2

Rutgers University

A sequel to Drapery Making - 1, this manual reviews the subject matter of that book and carries it farther in regard to choosing fabrics and hardware, measuring, cutting, making the draperies, evaluating draperies, and solving problems. The text can be used without the other manual by some students with skill in sewing. The book is illustrated with informative and, at times, humorous line-drawings. Lesson vocabularies and questions are included, along with a glossary at the end, and unit tests.

Learning to Sew, Part I
by Mary Dunari and Charles M. Jochem, 1970

Rutgers University

The two purposes of this manual are: to acquaint the student with the equipment and tools found in the sewing room, and to teach the student how to construct a simple garment for herself. The book progresses from the simple to the more complex, following a standard step-by-step method for construction of garments. The text is composed with a concise, carefully chosen vocabulary, and a glossary emphasizes key terms. There are large illustrations on almost every page. Both of these factors make the text appropriate for students with hearing problems or reading difficulties.

Snip, Clip and Stitch: A Clothing Construction Program
by E. Twyla Hartley, 1968

Follett Publishing Company

This student workbook presents a clothing construction program for mentally retarded students. Sewing equipment and notions, use of commercial patterns and cotton materials are among the topics discussed. Also provided are miniature patterns for various projects such as an apron, skirt, pot holder and purse.

Vocational Education/Special Education Cluster Guide: Clothing and Textile Services

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for clothing and textile service occupations. This text is one of a series of ten occupational cluster guides. The material in this guide is divided into four sections: Task Analysis

Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as clothing construction, home furnishings, clothing service and upholstery). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A program guide accompanies the series, which discusses the planning and development process for cooperative teaching programs.

When You Go To Work: A Book for the Needle Trades
by Yvonne Hillinger and Charles Jochem, 1973

Rutgers University

This book is a sequel to the text Power Sewing. The first book was designed to teach students the skills they would need as power-sewing operators. This book presents the non-technical information that the student will need in order to get and hold a job. The book is divided into six units and covers the following topics as they are related to the employee: the factory, a good worker, the job, shop mathematics, clothing for women and clothing for men. Each lesson includes an objective, a vocabulary list, related information and an assignment. Liberal use is made of drawings and cartoons to help illustrate the concepts.

Your Sewing Machine

Rutgers University

This simply written and illustrated booklet describes the basic parts of the sewing machine. Information is imparted through short, simple sentences, easy vocabulary, and clear illustrations. The purpose of the text is to help the student learn what the parts of a sewing machine are, why they are needed and how to use them for best results.

OFFICE OCCUPATIONS

About Typewriting
by R. Pieslak

Rutgers University

This student-oriented material is designed for use by deaf and other special needs students at the secondary level in business education courses. The workbook is divided into

a series of units which cover a number of topics, including measurements, typewriter parts, centering, envelopes, business letters, and manuscripts. Each unit contains learning objectives, information and student assignments. A section on vocabulary is also provided.

Alphabetical Indexing
by Mearl Guthrie, 1964

South-Western Publishing Company

This booklet is designed to help students learn to alphabetize names of individuals, businesses, and governmental units. Instruction on cross-referencing and other filing methods is also included.

Exploring Clerical Careers
by Robert A. Ristau, 1974

South-Western Publishing Company

Some basic and important career and working world concepts are presented in this worktext, which is designed for maximum readability. Technical terms are defined by the use of a cartoon character and the content is interspersed with many photographs and drawings. The text is divided into five units which are designated as "career exploration paths." Part One discusses the importance of clerical careers and the settings in which they can be found, and Part Two contains career stories which are told by those working in particular clerical occupations. The third section deals with the basic skills and abilities required for these careers. Parts Four and Five deal with mini-case studies and tryout experiences for selected jobs, and a discussion of job futures within the career family. Illustrative career ladders are included. This career exploration guide comes with a teacher's manual.

Exploring Secretarial Careers
by Rita M. Reel, 1975

South-Western Publishing Company

Some basic and important career and working world concepts are presented in this worktext, which is designed for maximum readability. Technical terms are defined by the use of a cartoon character and the content is interspersed with many photographs and drawings. The text is divided into five units which are designated as "career exploration paths." Part One discusses the importance of secretarial careers and the settings in which they can be found, and section Two

contains career stories which are told by those working in particular secretarial occupations. The third section deals with the basic skills and abilities required for these careers. Parts Four and Five deal with mini-case studies and tryout experiences for selected jobs, and a discussion of job futures within the career family. Illustrative career ladders are included. This career exploration guide comes with a teacher's guidebook.

Filing Personal Names: Learning Activity Package I
by Duchan and Schultheis

South-Western Publishing Company

Designed for low-achieving students, this vocabulary-oriented learning activity package aims at teaching basic filing skills. The worktext progresses from simple first name filing to the filing of full names with middle initials, prefixes, and titles. Indexing and alphabetizing skills are taught with self-instructive materials that require a small amount of teacher direction. The package takes approximately three weeks to complete, not counting time spent on exams and supplementary activities. A teacher's edition and manual are also available.

Filing Business Names: Learning Activity Package II
by Duchan and Schultheis

South-Western Publishing Company

Designed for low-achieving students, this worktext provides instruction on the indexing and alphabetizing of business and government names. The material is meant to be used once the student has acquired the skills presented in Learning Activity Package I, Filing Personal Names. Only a small amount of teacher direction is needed, since the material is meant to be self-instructional. Included are pieces of vocational information, illustrations, job rules, and examples of specific jobs requiring the skills discussed. Completion time is approximately five weeks, not counting time spent for supplementary exercises and exams. A teacher's edition and manual are also available.

Introduction to Office Occupations

Rutgers University

This is a brief booklet on office occupations and functions of office machines for students with learning problems caused by mental retardation, emotional or social problems, or physical or perceptual handicaps. Assignments and review

exercises are included. Access to office machines such as typewriters, adding machines, and duplicating machines is important.

Jobs in Office and Business
1974

Lothrop, Lee and Shepard Company

This hardback text, which is part of the Exploring Careers Series, covers the various jobs within the office and business field. Information is provided on the work done in the various jobs, the skills and aptitudes needed for each occupation, the training and education required for each job, and the possibilities for advancement. The reading level is grade five.

Lumisonic Touch Typing System
by Patricia A. Franklin and others, 1971

Parma City Schools

A pilot program for teaching basic touch typing is outlined in this 17 page pamphlet. The system is based on a multi-sensory approach and encourages the use of booklets and tapes so that teachers have the freedom to provide individualized instruction. This program can be used with any sighted special needs students at the junior high or secondary levels in a business education course. Contents include: pilot classes, student progress chart, equipment list, lumisonic orientation and a section on student comments. Course completion time is 30 hours.

Number Filing on the Job
by Merle W. Wood, 1972

South-Western Publishing Company

The fundamentals of numeric filing are introduced in this 108 page student workbook. The content is presented in an easy-to-read style that utilizes simple sentence structure and large print. Units of study include: Using Numbers in Everyday Life; Working with Numbers; Straight Numeric Filing; Doing Number Filing; Number Filing Review and Timing; and Answers. Included are small exercises called Skill Drills, a job record sheet and an answer sheet which enables students to grade themselves and chart their own progress.

Office Education I
by Elmerine Everett and George Amsberry

New Mexico State Department of Education

A curriculum manual designed for regular, disadvantaged and handicapped students, this material can be used in grades 9 through 10, 11 through 12, 13 through 14 and adult. Units include such topics as office education, human relations, office math, applying for a job, filing, money management, and data processing.

Office Machines
by Marcella Hill, 1967

Rutgers University

Deaf and other special needs students at the secondary level can use this workbook to learn about office machines. Typewriters, mimeographs, fluid duplicators, flexowriters, photocopying machines, adding machines, calculating machines, bookkeeping machines and the varityper are all covered. Each unit contains learning objectives, information and student assignments. In addition, a selection on job descriptions and a vocabulary section are included.

Office Occupations
by R. Shawnee, 1971

South Carolina State Department of Education

Office Occupations is designed for use by teachers of special needs students at the secondary level in prevocational programs. The purpose of the book is to help teachers introduce students to the variety of forms which they will use in the working world, and to briefly introduce them to typing. Twenty-one learning activities are outlined, and performance objectives, needed tools and equipment, materials, suggested procedures, references and illustrations are included for each activity.

Special Filing Problems: Learning Activity Package III
by Duchan and Schultheis (Y-12)

South-Western Publishing Company

An introduction to cross-referencing, subject, geographic and numeric filing for the low-achieving student, this work-text is written in a brief and concise style. The material is designed to be self-instructional and should require a small amount of teacher direction. This material is meant to be used

in conjunction with Learning Activity Packages (LAPs) I and II, Filing Personal Names and Filing Business Names. A student who has completed the series is considered, by the authors, to be vocationally ready to apply for office positions which include filing as a major job duty. Completion time is approximately five weeks, excluding time spent on supplementary exercises and exams. A teacher's edition and manual are also available.

The Star Baking Company
by Rosenberg (K 272)

South-Western Publishing Company

The Star Baking Company is a record-keeping project. It requires students to keep the office records for the truck drivers working for a bakery company. Included are merchandise sheets, driver's daily and weekly statements, and return sheets. The project can be completed in approximately ten hours. It can be used with students who have special needs.

Typing: What Matters is How

Rutgers University

This supplementary student manual is for students with special learning difficulties. Typing is taught through the use of interesting messages, analogues, and many illustrations. Repetition and review are provided for emphasis, reinforcement, and achievement. A "Quick Guide" is included, enabling the instructor to quickly locate lessons on accurate typing, body position, concentration, effective typing, employment goals, speed, and stroking techniques.

Vocational Education/Special Education Cluster Guide: Office and Business Occupations

Central Michigan University

Occupational preparation of individuals with special needs is the main purpose of this teacher's guide for office and business occupations, which is one of a series of ten occupational cluster guides. The material in this job cluster guide is divided into four sections: Task Analysis Information, Instructional Task Modules, Instructional Materials Bibliography, and an Appendix. Several subclusters are described (such as general office clerks and office machine operators). Tasks are divided into three distinct sections: 1) those which relate to all areas of employment within the cluster, 2) those common to the subclusters, and 3) those specific to the entry level skills within each subcluster. A

program guide accompanying the series discusses the planning and development process for cooperative teaching programs.

SALES

Exploring Wholesaling and Retailing Careers
by Steven A. Eggland, 1976

South-Western Publishing Company

Some basic and important career and working world concepts are presented in this worktext, which is designed for maximum readability. Technical terms are defined by the use of a cartoon character and the content is interspersed with many photographs and drawings. The text is divided into five units which are designated as "career exploration paths." Part One discusses the importance of wholesaling and retailing careers and the settings in which they can be found, and Section Two contains career stories which are told by those working in particular wholesaling and retailing occupations. The third section deals with the basic skills and abilities required for these careers. Parts Four and Five deal with mini-case studies and tryout experiences for selected jobs and a discussion of job futures within the career family. Illustrative career ladders are included. This career exploration guide comes with a teacher's guidebook.

Helen Greene, Department Store Worker
by Lillian Lerner and Margaret Miller, 1967

Follett Publishing Company

Designed to be used with sighted special needs students at the secondary level in prevocational and vocational training, this book of stories and questions is geared toward fourth through sixth grade reading levels. The main purpose of the workbook is to present an overview of a retailer's job. A teacher's guide and answer key are also available.

Job Opportunities Series: Sales Occupations, Film
1970

Encyclopedia Britannica Educational Corporation

An overview of the work involved in being a salesman or saleswoman in a retail store, this film does not aim to teach a job skill but to introduce career information. The material is appropriate for the hearing impaired at a high school level. A brief guide accompanying the film provides a

description of the work, employment outlook, working conditions, and required training and other qualifications.

Jobs in Marketing and Distribution
1974

Lothrop, Lee and Shepard Company

This hardback text, which is part of the Exploring Careers Series, covers the various jobs within the field of Marketing and Distribution. Information is provided on the work done in the various jobs, the skills and aptitudes needed for each occupation, the training and education required for each job, and the possibilities for advancement.

Tosco Simulated Office Education Project
1971

Maryland State Department of Education

This is a guidebook compiled by twenty teachers in Maryland who spent a summer in the training stations of Sears Roebuck Co. Teachers were located in the training stations where students were placed, as well as in all other departments within the store. The result of this project is a comprehensive set of forms and learning activities which simulate the experiences students will have in retail and catalog selling. The material has the value of first-hand observation and experience. It can be used with any sighted special needs student at the secondary level in retail sales training. A guidebook, Tosco Appliances, is also available. It contains a merchandise listing of items which students sell in their simulated retail and catalog sales operations.

WELDING

Elementary Arc Welding Skills

Rutgers University

Designed for use by deaf students, this text aims to teach arc welding skills via a simplified format. It may also be used with poor readers, since it is a basic introduction to arc welding in pictorial form. The words that are used serve to reinforce the ideas presented in the illustrations. There are fourteen lessons on the basic skills of welding, including welding in the flat position, horizontal position, vertical-down position, horizontal-fillet position and vertical-up position.

Elementary TIG Welding Skills

Rutgers University

A well-illustrated student manual on the basics of TIG welding, this text presents information by means of simplified language and illustrations. Prepared for deaf students, it may also be used by other students who have difficulty with reading material. Contains a total of 12 lessons on the basic skills of TIG welding, including those needed to make a butt weld and a fillet weld. Instruction is also included on welding aluminum and welding stainless steel.

WOODWORKING

Jesse Builds a Bookcase: Job Employability Skills for Special Education
1975

FLRS/Springs Associate Center

This product was developed for the purpose of establishing a competency based program in employment skills for secondary EMR students. The main objectives are three-fold: 1) To provide a basis for in-service teacher training. Training takes approximately six hours and participants actually build a bookshelf. 2) To teach students to identify and use basic woodworking tools, while enabling them to learn employment skill factors such as conduct, authority, responsibility, safety and psycho-motor skills. 3) To relate the skills involved to the various curriculum areas; e.g., math, language arts, science, social studies, and health and safety. The booklet includes a listing of equipment and materials, plans, teacher and student construction steps, student self-evaluation forms for employability skills and forms for evaluation of project goals.

Jesse Learns About Carpenter Tools: Job Employability Skills for Special Education
1976

FLRS/Springs Associate Center

Developed for the purpose of establishing a competency based program in employment skills for secondary special education classes, this unit in the JESSE series is designed to teach the fundamentals of the use of tools in carpentry.

Radial Arm Saw, Cassette/Slides

MT Superintendent of Schools

Presented in tape/slide form, this clearly narrated instruction can be easily followed by special needs students who are at a secondary or postsecondary level. This multimedia package contains audio-cassette/slides, cassette, and study guides. It can be used as a self-instructional unit for students who are learning to operate a radial arm saw.

Woodshop Tools Use Job Evaluation Sheets
1971

Barre Vocational Technical Center

A seven page workbook containing a series of job assessment sheets, this material provides the instructor with a method for recording student completion of specific behavioral objectives related to woodworking occupations. These sheets can be used with educable mentally retarded individuals at the secondary level. Included are equipment lists, practice forms, a series of skills, and a blank column in which the instructor can place the date of approved performance.

Woodworking Guide for Visually Handicapped Students, A Five County Vocational Skills Training Program for the Blind
by Wayne Gaver, 1972, ED 073 577

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This text is an industrial arts curriculum guide for woodworking designed to meet the vocational education needs of visually impaired junior high, secondary and post-secondary students. Getting around in the shop, orientation to the shop, measuring devices, and hand tools are discussed in the first four chapters. The remainder of the guide deals with the principal machines of the woodworking shop. The machines are described, then discussed in terms of safety, adaptations, orientation, operations and maintenance. Instructions for sanding and finishing are also provided.

SOURCES OF ADDITIONAL RESOURCE MATERIALS

This section provides a listing of additional resource materials. This listing should greatly aid the resourceful teacher in locating information not included in this guide. In general, the agencies included are extremely cooperative in responding to requests. By periodically checking with the sources identified, it is possible to keep abreast of current developments in the field.

Adult Education Association of U.S.A.
810 18th Street, N. W.
Washington, D. C. 20006

Alexander Graham Bell Association for the Deaf, Inc.
3417 Volta Place, N. W.
Washington, D.C. 20007

American Association for Health, Physical Education and Recreation for the Handicapped
1201 16th Street, N. W.
Washington, D.C. 20036

American Cancer Society
219 East 42nd Street
New York, New York 10017

American Foundation for the Blind, Inc.
15 West 16th Street
New York, New York 10011

American Heart Association
44 East 23rd Street
New York, New York 10010

American Occupational Therapy Foundation, Inc.
6000 Executive Blvd.
Rockville, Maryland 20852

American Printing House for the Blind
1839 Frankfort Avenue
Louisville, Kentucky 40206

American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D.C. 20014

916 Area Vocational-Technical Institute
3300 Century Avenue, North
White Bear Lake, Minnesota 55110

Association for Children with Learning
Disabilities
5225 Grace Street
Pittsburgh, Pennsylvania 15236

Association for Children with Learning
Disabilities
4820 Van Horne Avenue
Suite 10
Montreal 252, Quebec

Bureau of Education for the Handicapped
U. S. Office of Education
7th and D Streets, S. W.
Washington, D.C. 20202

California Association for Neurologically
Handicapped Children
P. O. Box 604, Main Office
Los Angeles, California 90053

CEC Information Center on Exceptional
Children
The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Center for Studies in Vocational and
Technical Education
University of Wisconsin-Madison
321 Education Building, Box 49
Madison, Wisconsin 53706

Child Study Association of
America/WEL-MET, Inc.
50 Madison Avenue
New York, New York 10010

Closer Look
1201 16th Street, N. W.
Washington, D.C.

Department of Health, Education
and Welfare
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Division for the Blind and
Physically Handicapped
Washington, D.C. 20542

Epilepsy Foundation of America
1828 L Street, N. W.
Washington, D.C. 20036

Fullerton Union High School District
Instructional Materials Center
Carson Hall
Work Experience Counselor
1125 East Truslow
Fullerton, California 92631

General Services Administration
National Archives and Records Service
National Audiovisual Center
Washington, D.C. 20409

Goodwill Industries of America, Inc.
9200 Wisconsin Avenue
Washington, D.C. 20014

Instructional Materials Center
University of Wisconsin
Madison, Wisconsin 53706

International Labor Office
Washington Branch
666 11th Street, N. W.
Washington, D.C. 20001

J. C. Penney Company, Inc.
Educational Relations
1301 Avenue of the Americas
New York, New York 10019

John F. Kennedy Center for Research
on Education and Human Development
George Peabody College for Teachers
Nashville, Tennessee 37203

Mental Health Materials Center
Perennial Education, Inc.
P. O. Box 236
1825 Willow Road
Northfield, Illinois 60093

Mid-Atlantic Region Special Education
Instructional Materials Center
George Washington University
Washington, D.C. 20006

National Aid to the Visually Handicapped, Inc.
3201 Balboa Street
San Francisco, California 94121

National Alliance of Businessmen
1730 K Street, N. W.
Washington, D.C. 20006

National Association of the Deaf
814 Thayer Avenue
Silver Spring, Maryland 20910

National Association for Mental Health, Inc.
1800 North Kent Street
Rosslyn Station
Arlington, Virginia 22209

National Association for Retarded Citizens
2709 Avenue E, East
Box 6109
Arlington, Texas 76011

National Center on Educational Media
and Materials for the Handicapped
Ohio State University
220 West 12th Avenue
Columbus, Ohio 43210

National Council for Homemaker-Home Health
Aide Services, Inc.
67 Irving Place
6th Floor
New York, New York 10003

National Easter Seal Society for Crippled
Children and Adults
2023 West Ogden Avenue
Chicago, Illinos 60612

National Information Center for the
Handicapped
P. O. Box 1492
Washington, D.C. 20013

National Multiple Sclerosis Society
257 Park Avenue South
New York, New York 10010

Northwestern Vocational Curriculum
Management Center
Building 17
Airdustrial Park
Olympia, Washington 98504

Ontario Association for Children with
Learning Disabilities
88 Eglinton Avenue, East
Suite 322
Toronto, Ontario

President's Committee on Employment of
the Handicapped
Washington, D.C. 20210

President's Committee on Mental Retardation
GSA Building
Room 2611
Seventh and D Streets, S. W.
Washington, D.C. 20201

Public Affairs Committee, Inc.
381 Park Avenue, South
New York, New York 10016

Rehabilitation International, U.S.A.
17 East 45th Street
New York, New York 10017

The Seeing Eye, Inc.
Morristown, New Jersey 07960

Social Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Technical Education Research Center
P. O. Box 2513
Station A
Champaign, Illinois 61820

United Cerebral Palsy Association
66 East 34th Street
New York, New York 10016

U. S. Department of Health, Education
and Welfare
Office of Human Development
Rehabilitation Services Administration
Washington, D.C. 20201

U. S. Department of Labor
Manpower Administration
Job Corps
Vocational Training
Room 61
601 D Street, N. W.
Washington, D.C. 20213

University of Nebraska
College of Home Economics
Department of Human Development and
the Family
Lincoln, Nebraska 68583

ADDRESSES OF PUBLISHERS AND FILM DISTRIBUTORS

Included in this section are the addresses of publishers and film distributors from whom the sources described in this guide can be ordered. The addresses are alphabetized by company. Although every attempt has been made to select quality materials for this guide, due to differences in program emphasis, some materials will not be as suitable as others for a particular teacher's needs. Therefore, it is strongly suggested that the teacher-coordinator write to the publisher to obtain review copies and price lists before ordering classroom materials.

AAVIM
Engineering Center
Athens, Georgia 30602

Abingdon Press, Inc.
201 8th Avenue
South Nashville, Tennessee 37203

Academic Therapy Publications
1539 Fourth Street
San Rafael, California 94901

Alaska Skill Center
Box 615
Seward, Alaska 99664

Allen T. Kahn Publishers
2869 Grove Way
Castro Valley, California 94546

Allyn and Bacon, Inc.
Longwood Division
Link Drive
Rockleigh, New Jersey 07647

American Cancer Society
Room 402
Presidential Building
6525 Belcrest Road
Hyattsville, Maryland 20782

American Foundation for the Blind, Inc.
15 West 16th Street
New York, New York 10011

American Institutes for Research
3301 New Mexico Avenue, N. W.
Washington, D.C. 20016

American Mutual Insurance Alliance
20 North Wacker Drive
Chicago, Illinois 60606

Arkansas Children's Colony
Director of Vocational Education
McRae Unit
Alexander, Arkansas

Arkansas State Department of Education
Vocational Division
Little Rock Public Schools
Little Rock, Arkansas

Barre Vocational Technical Center
Special Needs Program Coordinator
Diversified Occupations
Barre, Vermont

Braille Book Review
15 West 16th Street
New York, New York 10011

Bruce
A Division of Benziger Bruce and Glencoe, Inc.
8701 Wilshire Blvd.
Beverly Hills, California 90211

Burgess Publishing Company
426 South 6th Street
Minneapolis, Minnesota 53415

California Literacy, Inc.
248 East Main Street
Alhambra, California 91801

Campbell Films
Guidance Information Center
Film Library
Saxtons River, Vermont 05154

Career Futures, Inc.
2100 Locust Street
Philadelphia, Pennsylvania 19103

Careers, Inc.
P. O. Box 135
1211 10th Street, S. W.
Largo, Florida 33540

Central Michigan University
Vocational Educational/Special Education Office
Mt. Pleasant, Michigan 48859

Charles C. Thomas, Publisher
Bannerstone House
301-327 East Lawrence Avenue
Springfield, Illinois 62717

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Charles E. Merrill Publishing Company
1300 Alum Creek Drive
Columbus, Ohio 43209

Clearing House at Oklahoma State University
Vocational Rehabilitation Counselor Training
Oklahoma State University
Stillwater, Oklahoma

Coronet Instructional Media
65 East South Water Street
Chicago, Illinois 60601

Corpus Christi State School
Technical-Vocational Education
Del Mar College
101 Baldwin
Corpus Christi, Texas 78404

Courage Center
Film Librarian
3915 Golden Valley Road
Golden Valley, Minnesota 55422

Denver Colorado Department of Research
and Information Service
Education Commission of the States
1860 Lincoln, Suite 300
Denver, Colorado 80203

DLM
7440 Natchez Avenue
Niles, Illinois 60648

Edmonds School District 15
Business and Distributive Education
3800 196th, S. W.
Lynwood, Washington 98038

Educational Facilities Laboratories
Special Education Project
477 Madison Avenue
New York, New York 10022

Educational Innovations, Inc.
416 West Pascagoula Street
P. O. Box 3171
Jackson, Mississippi 39207

Educational Projections Corporation
3070 Lake Terrace
Glenview, Illinois 60025

Educational Resources Company, Inc.
2400 Hanover Street
Palo Alto, California 94304

Encyclopedia Britannica Education Corporation
425 North Michigan Avenue
Chicago, Illinois 60611

ERIC Document Reproduction Service
P. O. Drawer O
Bethesda, Maryland 20014

Eye Gate
146-01 Archer Avenue
Jamaica, New York 11435

Fearon Publishers
6 Davis Drive
Belmont, California 94002
or
2165 Park Blvd.
Palo Alto, Calfornia 94306

Fern Tripp
2035 East Sierra Way
Dinuba, California 93618

Finney Publishing Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Florida Department of Education
Bureau of Education for Exceptional Students
Clearinghouse Information Center
Tallahassee, Florida 32304

Florida Department of Education
Curriculum Coordinator
Knott Building
Tallahassee, Florida 32303

Florida Technological University
Box 25000
College of Education
Orlando, Florida 32816
(Attention: Margaret Miller or Janice Midgett,
Assistant Professors)

FLRS/Springs Associate Center
513 S. E. 8th Street
Ocala, Florida 32670

Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607

Frank E. Richards Publishing Company, Inc.
324 First Street
Liverpool, New York 13088

Gallaudet College Book Store
7th and Florida Avenue, N. E.
Washington, D.C. 20002

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General Services Administration
National Archives and Records Service
National Audiovisual Center
Washington, D.C. 20409

Globe Book Company
175 5th Avenue
New York, New York

Goodheart-Willcox Company, Inc.
123 West Taft Drive
South Holland, Illinois 60473

Grolier Educational Corporation
845 Third Avenue
New York, New York 10022

Guidance Associates
41 Washington Avenue
Pleasantville, New York 10570

h. c. Johnson Press, Inc.
Vocational Education Division
2801 Eastrock Drive
P. O. Box 5566
Rockford, Illinois 61125

Hadley School for the Blind
700 Elm Street
Winnetka, Illinois 60093

Harcourt Brace Jovanovich
757 Third Avenue
New York, New York 10017

Hawkes Publishing, Inc.
Educational Division
156 West 2170 South
Box 15711
Salt Lake City, Utah

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

Holt, Rinehart and Winston
383 Madison Avenue
New York, New York 10017

Hughes Aircraft Company
Attention: K. G. Brown
Public Relations and Advertising
Building 100, Mail Station C-680
P. O. Box 90515
Los Angeles, California 90009

Human Policy Press
P. O. Box 127
University Station
Syracuse, New York 13210

Idaho State Board for Vocational Education
518 Front Street
Boise, Idaho 83702

Indiana University Audio Visual Center
Special Office for Materials Distribution
Bloomington, Indiana 47401

Institute of Modern Languages
2622 Pittman Drive
Silver Spring, Maryland

Internal Revenue Service
Forms Room
31 Hopkins Plaza
Baltimore, Maryland 21201

Interpretive Education Division
of Illinois Envelope Company
400 Bryant Street
Kalamazoo, Michigan 49001

The Interstate Printers and Publishers, Inc.
19-27 North Jackson Street
Danville, Illinois 61832

Iowa School for the Deaf
Vocational-Technical Principal
Council Bluffs, Iowa 51501

Italian Cultural Institute
Audio Visual Department
686 Park Avenue
New York, New York 10021

Janus Book Publishers
25825 Mission Blvd.
Hayward, California 94544

Job Corps
Development Division
Manpower Administration
U. S. Department of Labor
1111 18th Street, N. W.
Washington, D.C. 20210

John Day Company, Inc.
62 West 45th Street
New York, New York 10036

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King Features
236 East 45th Street
New York, New York 10017

Lawson Book Company
9488 Sara Street
Elk Grove, California 95624

Lothrop, Lee and Shepard Company
105 Madison Avenue
New York, New York 10016

Mafex Associates, Inc.
Box 519
Johnstown, Pennsylvania 15907

Mafex Learning Center
90 Cherry Street
Johnstown, Pennsylvania 15902

Maryland State Department of Education
P. O. Box 8717
Baltimore-Washington International Airport
Baltimore, Maryland 21240

Maine State Department of Educational
and Cultural Services
Education Building
Augusta, Maine 04330

McDonnell Douglas Corporation
St. Louis Library
Department 091
P. O. Box 516
St. Louis, Missouri 63166

McGraw-Hill
1221 Avenue of the Americas
New York, New York 10020

Media Services and Captioned Films
Department of Health, Education and Welfare
Washington, D.C. 20201

Mississippi State Department of Education
Handicapped Program
ITJ Junior College
Tuppelo Center
Tuppelo, Mississippi

Mississippi State University
Curriculum Coordinating Unit
Drawer DX
State College, Mississippi 39762

Modern Talking Picture Service
2323 New Hyde Park Road
New Hyde Park, New York 11040

MT Superintendent of Schools
1820 Washington Street
Fort Benton, Montana 59442

National Association of the Deaf
814 Thayer Avenue
Silver Spring, Maryland 20910

National Association for Retarded Citizens
NARC--Civitan Public Information-
Inquiries Program
P. O. Box 6109
Arlington, Texas 76011

The National Center on Educational Media
and Materials for the Handicapped
The Ohio State University
220 West 12th Avenue
Columbus, Ohio 43210

National Park Service
U. S. Department of the Interior
Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

National Technical Institute for the Deaf
Rochester Institute of Technology
1 Lomb Memorial Drive
Rochester, New York 14623

New Mexico Department of Education
Vocational Technical Division
Director, Curriculum Development
Education Building--Capitol Complex
Santa Fe, New Mexico 87501

New Readers Press
Publishing Division of Lauback Literacy, Inc.
Box 131
Syracuse, New York 13210

North Carolina State Department of Public Instruction
Division of Occupational Education
Raleigh, North Carolina 27611

Ohio Agricultural Education Curriculum Materials Service
The Ohio State University
Room 254,
2120 Fyffe Road
Columbus, Ohio 43210

Ohio Teacher/Education Center
230 East 9th Street
Cincinnati, Ohio 45202

Oklahoma State Department
Vocational and Technical Education
Curriculum and Instructional Material Center
1515 West Sixth Street
Stillwater, Oklahoma 74074

Opportunities for Learning
5024 Lankershim Blvd.
Department T5X
North Hollywood, California 91601

Parma City Schools
Vocational-Education Department
6726 Ridge Road
Parma, Ohio 44129

Planned Parenthood Association of
Southeastern Pennsylvania
1220 Sansom Street
Philadelphia, Pennsylvania 19107

Pocket Books, Inc.
630 Fifth Avenue
New York, New York 10020

Porter Sargent Publishers
11 Beacon Street
Boston, Massachusetts 02108

President's Committee on Employment
of the Handicapped
Washington, D.C. 20210

President's Committee on Employment
of the Handicapped
Visual Information Specialist
Room 662, Vanguard Building
1111 20th Street, N. W.
Washington, D.C. 20036
(For films)

Public Affairs Pamphlets
381 Park Avenue, South
New York, New York 10016

Research Press Company
P. O. Box 3177, Department 2
Champaign, Illinois 61820

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Restaurant Hotel Aids, Inc.
2120 Girard Avenue South
Minneapolis, Minnesota 55405

Routledge and Kegan Paul
9 Park Street
Boston, Massachusetts 02108

Rutgers University
Vocational-Technical Curriculum Laboratory
4103 Kilmer Campus
New Brunswick, New Jersey 08903

Santa Cruz County Office of Education
Director
Programs for Exceptional Children
701 Ocean Street
Santa Cruz, California 95060

Scholastic Book Services
Division of Scholastic Magazine
50 West 44th Street
New York, New York 10036

Science Research Associates, Inc.
1540 Page Mill Road
Palo Alto, California 94304

SEIMC
Cooperative Educational Services
Agency #5
Elmwood, Wisconsin 54740

Soap and Detergent Association
475 Park Avenue South at 32nd Street
New York, New York 10022

South Carolina State Department of
Education
Office of Vocational Education
908 Rutledge Building
Columbia, South Carolina 29201

Southern Regional Media Center for
the Deaf
The University of Tennessee
Knoxville, Tennessee

South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

Special Child Publications, Inc.
4535 Union Bay Place, N. E.
Seattle, Washington 98105

Special Service Supply
Box 705
Huntington, New York 11743

Special Speech Program
Division of Vocational Education
600 Wyndhurst Avenue
Baltimore, Maryland 21210

Steck-Vaughn Company
P. O. Box 2028
807 Brazos
Austin, Texas 78767

Strine Publishing Company
P. O. Box 149
York, Pennsylvania 17405

Teachers College Press
1234 Amsterdam Avenue
New York, New York 10027

Tennessee State Board for
Vocational-Technical Education
Dr. Benjamin E. Carmichael
Executive Officer
Nashville, Tennessee 37219

Texas Education Agency
Department of Vocational and Adult
Education
Division of Homemaking Education
Austin, Texas

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

United Transparencies, Inc.
P. O. Box 688
Binghamton, New York 13902

University of Kentucky D/H
Curriculum Development Center
Taylor Education Building
Room 151
Lexington, Kentucky 40506

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University of Wisconsin-Madison
Center for Studies in Vocational and
Technical Education
321 Education Building, Box 49
Madison, Wisconsin 53706

Virginia Polytechnic Institute and
State University
Agricultural Education
Division of Vocational and Technical
Education
College of Education
Blacksburg, Virginia 24061

Warren's Educational Supplies
980 West San Bernardino Road
Corina, California 91722

Wayne State University Press
5980 Cass Avenue
Detroit, Michigan 48202

Wisconsin Department of Public
Instruction
126 Langdon Street
Madison, Wisconsin 53702

Wyoming State Department of Education
Office of Exceptional Children
Capitol Building
Cheyenne, Wyoming 82001

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